

# MENNONITE VILLAGE POLICY & PROCEDURE

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TITLE: Workplace Violence Policy

PROCEDURE NO: 500.08

PREPARED BY: Kristen Pattison, HR Director

DATE: October 2015

LAST REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

LAST UPDATED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED BY: Ron Litwiller

DATE: 01/2016

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## PURPOSE:

It is the goal of the Company to provide a safe, pleasant and secure workplace for all employees. We believe all employees play a role in ensuring a safer workplace. If you have a concern about workplace safety affecting you, other employees, or resident and clients please contact your manager or the human resources representative immediately.

## POLICY:

The Company prohibits possession of unauthorized firearms or weapons of any kind on Company premises. Additionally, employees are prohibited from carrying unauthorized weapons of any kind while away from the property on Company business.

Company property includes, but is not necessarily limited to buildings and lots, offices, desks, lockers and Company vehicles. Unauthorized weapons are also prohibited in personal vehicles parked on Company property. Employees legally authorized by the state of Oregon to conceal must keep all weapons securely locked in vehicle and out of site.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes, but is not limited to, all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

## PROCEDURE:

All threats of violence or acts of violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear violent behavior or threats near your workstation,

do not try to intercede or see what is happening. Use your best judgment in protecting yourself. If it would not put you at greater risk, alert others to the danger of violence.

The Company will promptly and thoroughly investigate all reports of threats of violence, acts of violence, and suspicious individuals or activities. The identity of the Company individual making a report will be protected as much as is practical.