

Workplace Violence Reporting Policy

ABC COMPANY

PURPOSE

ABC Company is committed to protecting you from violence and threats of violence in the workplace. **But we need you to help us help you.** One of the best ways you can participate in your own protection is to notify us if you've been attacked or threatened with violence. The purpose of this Policy is to explain how to make such reports.

DON'T HESITATE TO REPORT

No Reprisals: We recognize that some individuals may hesitate to report acts or threats of violence out of fears of reprisals—especially when the threats are coming from another person in the Company in a supervisory or other position of authority. Be assured that no ABC Company employee will be disciplined, demoted or suffer any other adverse treatment because they reported concerns of violence in the workplace.

Confidentiality: We will also take steps to maintain confidentiality and won't disclose your identity unless we're required to by law or to investigate and/or correct the concern.

[add if you have a Silent Witness Program]. **Silent Witness Program:** Company ABC has developed a Silent Witness Program so that you can report violent or suspicious activity or tips and remain anonymous. The information is transmitted to the Company ABC security for follow up. All information will be kept confidential. The Silent Witness Reporting page is located on the Company web site at: *[list html]*.

REPORTING PROCEDURES

Acts and threats of workplace violence (either explicit or implied), or observations of workplace violence are not to be ignored by any member of ABC Company personnel. Workplace violence or threats of workplace violence must be promptly reported to the appropriate Company officials using the following reporting procedures.

- A. Call Security or 911 for Imminent Danger:** Any person experiencing or witnessing imminent danger, personal injury from violence, violence involving weapons, or actual violence should call Company Security (ext. 1234) or 911 immediately.

- B. Reporting Threats and Incidents:** Any person who is the subject of workplace violence involving situations without weapons or personal injury, or is a witness to such situations, should report the incident to his or her next-in-line supervisor who is not party to the alleged action filling out the ABC Company Workplace Violence Threat and Incident Report form. If a worker is the suspected perpetrator, notify [*list contact*] (ext. 1234).
- C. Reporting Threats and Incidents by Supervisor:** Any employee who has been threatened or attacked by a supervisor, manager or person in authority can report the incident using the ABC Company Report of Supervisor Abuse form.
- D. Reporting Threats Domestic Violence:** Any employee who has been threatened or involved in domestic violence at work can report the incident using the ABC Company Domestic Violence Threat form.

RESPONSE

Any supervisor, manager or other person in authority who receives a report of a suspected violation of this policy shall consult with the Company ABC Human Resources Office (ext. 5678). Any emergency, perceived emergency, or suspected criminal conduct must be immediately reported to Company ABC Security.