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## Sample Workplace Violence Policy

### BACKGROUND:

The United States Occupational Safety and Health Administration (OSHA) reports that approximately “2 million American workers are victims of workplace violence each year. Workplace violence can strike anywhere, and no one is immune.” OSHA defines workplace violence as “...violence or the threat of violence against workers.” It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide. The National Institute of Occupational Health and Safety (NIOSH) reports that harassment is the leading form of on-the-job violence with 16 million workers being harassed each year. Workplace violence, however displayed, is a growing concern for all employers and employees nationwide. While it is impossible to guarantee that workplace violence can be eliminated, it is Company’s objective to take appropriate steps to minimize the chance that such conduct will occur.

### PURPOSE:

Company views aggressive and violent behavior in the workplace as disruptive and contrary to the development and maintenance of a safe, productive, and supportive environment. The Company’s Workplace Violence Policy, and related procedures, is intended to support efforts to provide a safer work environment. To that end, the policy seeks to address both imminent threats of workplace violence as well as common precursor behaviors (verbal threats, gestures, intimidation, and the like) through an increased awareness of the issue, and through intolerance for related behaviors which may have once been considered acceptable.

### DEFINITIONS:

Workplace Violence includes, but is not limited to:

- A. Acts of aggression including verbal abuse or physical action that reasonably creates fear of bodily harm, or threatens the safety of others.
- B. Other aggressive behaviors indicating potential for violence (throwing objects, shaking fists, destroying property, etc.).
- C. Acts of violence, including any intentional or reckless physical act that causes injury to a person, or intentional or reckless damage to physical property.

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- D. Any substantial threat to harm another individual, or endanger safety of others or any substantial threat to destroy property.
- E. "Stalking," as defined by MCL 750.411(h), means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

**POLICY:**

Workplace violence is prohibited. Anyone who exhibits such behavior will be held accountable under Company's policy, as well as under local, state and federal law.

While it is the objective of Company to eliminate all workplace violence, it is the responsibility of every employee to immediately report acts of workplace violence.

**PROCEDURE:**

Any employee who witnesses, is informed of, or is the object of any threat or violent act is strongly encouraged to immediately report the matter to your immediate supervisor, human resources, or the local Police Department.

If the situation is perceived to present immediate danger or if there are any weapons visible or implied immediately call the Local Police Department at ext 911 and give the Police Dispatcher your location and relevant details of the problem or incident (if the situation involves a location away from your place of employment call 911 to report the matter).

Company reserves the right to make exceptions to, modify or eliminate this policy. This document supersedes all previous policies, procedures and directives relative to this subject. Please refer questions or concerns to \_\_\_\_\_.