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[Company/Organization Name]

Effective Date: [Date]

Violence in the Workplace Policy

**1. Introduction:**
At [Company Name], we are committed to maintaining a safe and respectful work environment for all employees. This Violence in the Workplace Policy outlines our stance against workplace violence and provides guidelines to prevent and address any incidents of violence or threatening behavior.

**2. Definition of Workplace Violence:**
Workplace violence refers to any act or threat of physical violence, harassment, intimidation, or other aggressive behavior that occurs in or related to the workplace. This includes actions by employees, clients, customers, visitors, or any other individuals interacting with employees on company premises or during company-related activities.

**3. Prohibited Conduct:**
The following behaviors are strictly prohibited within [Company Name] premises or during company-related activities:
a. Physical violence, including hitting, pushing, kicking, or any form of physical assault.
b. Verbal abuse, threatening language, or intimidation that creates a hostile or unsafe environment.
c. Bullying, harassing, or stalking colleagues or any other individuals associated with the company.
d. Possession or use of weapons or dangerous objects on company premises, except as required for job-related purposes and authorized by the company.

**4. Reporting Incidents:**
a. All employees are encouraged to promptly report any incidents or threats of violence, even if they are not directly involved in the situation.
b. Incidents should be reported to a supervisor, manager, HR representative, or any designated authority within the company.
c. Employees who feel uncomfortable reporting incidents internally may use confidential reporting channels, such as an anonymous hotline.

**5. Confidentiality and Non-Retaliation:**
a. Reports of workplace violence will be treated with utmost confidentiality to the extent allowed by law and company policy.
b. [Company Name] strictly prohibits retaliation against employees who report incidents of workplace violence in good faith. Any act of retaliation will be subject to disciplinary action, up to and including termination.

**6. Investigation and Response:**
a. Upon receiving a report of workplace violence, [Company Name] will conduct a prompt and thorough investigation to determine the facts and circumstances surrounding the incident.
b. The investigation will be carried out in a fair and impartial manner, involving all relevant parties while respecting the privacy of individuals involved.
c. If an incident of violence is confirmed, appropriate disciplinary action will be taken against the responsible party, in accordance with company policies and applicable laws.

**7. Support and Resources:**
a. [Company Name] is committed to providing support and resources to employees who are affected by workplace violence. This includes access to counseling services, employee assistance programs, or other support mechanisms as needed.
b. The company will also take appropriate measures to ensure the safety and well-being of employees involved in incidents of violence.

**8. Security Measures:**
a. [Company Name] will implement reasonable security measures to prevent workplace violence, including access controls, surveillance, and emergency response protocols.
b. Employees are expected to comply with security protocols and report any security concerns to the appropriate authorities.

**9. Employee Training:**
a. All employees will receive training on this Violence in the Workplace Policy and the importance of maintaining a safe work environment.
b. Training will include recognizing warning signs of potential violence, de-escalation techniques, and procedures for reporting incidents.

**10. Policy Review:**
This Violence in the Workplace Policy will be periodically reviewed to ensure its effectiveness and alignment with changing company needs, legal requirements, and industry best practices.

By implementing this Violence in the Workplace policy, [Company Name] aims to foster a secure and respectful workplace that promotes the well-being and safety of all employees.

**Employee:**

I have read and understood the Violence in the Workplace Policy, and I do not have any questions.

[Employee's Full Name]

[Employee's Signature]

[Date]

**Company:**

[Company Name]

[Company Representative's Name]

[Company Representative's Title]

[Company Representative's Signature]

[Date]