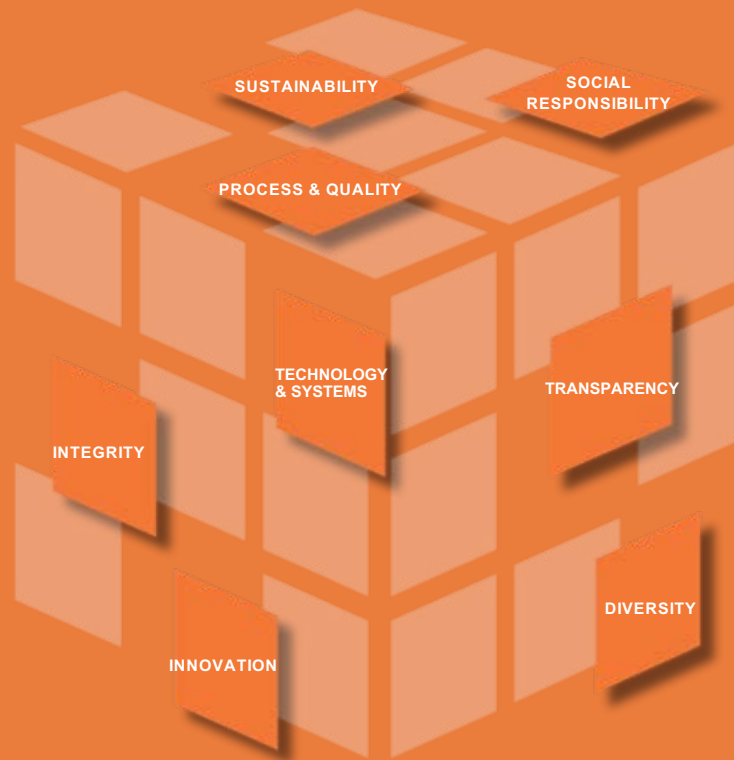


# Workplace Violence Policy



- ▶ Violence, bullying, threatening conduct, or any other acts of aggression in the workplace will not be tolerated.
- ▶ Disciplinary action, up to and including termination, will be taken.

- Causing physical injury to another person
- Shouting, shoving, pushing, intimidating, coercing or making threatening remarks to or about someone else
- Behavior that creates fear of injury to someone else
- Causing emotional distress to another
- Intentional damage to property
- Acts of sexual harassment or domestic violence
- Possession of a weapon during business hours

- ▶ Report the incident to your supervisor or another member of management immediately
- ▶ HR will receive the report and investigate the matter and take appropriate action
- ▶ Retaliation against any filing a bona fide complaint or assisting in an investigation is prohibited
- ▶ Providing false information will lead to disciplinary action against the person filing a complaint

### Indicators:

- Talking about weapons or having them at work
- Showing overt signs of extreme stress, resentment, hostility or anger
- Making threatening remarks
- Sudden or significant deterioration of performance
- Irrational or inappropriate behavior
- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes

### **An active shooter or intruder is:**

- An individual actively engaged in killing or attempting to kill people
  - Usually in a confined and populated area
  - Using any means including but not limited to firearms (most frequently used), bladed weapons, vehicles, or any tool with deadly physical force

Typically, there is no pattern or method to their selection of victims.

In most cases, active shooter situations are unpredictable, evolve quickly, and are over within minutes.

**A. EVACUATE – Run:** If there is an accessible escape path, attempt to evacuate the premises.

**Be sure to:**

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others evacuate, if possible.
- Call 911 when you are safe.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.

**B. SHELTER-IN-PLACE – Hide:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

### Your hiding place should:

- Be out of the active shooter's view.
- Seek protection if shots are fired in your direction (i.e. an office with a door that locks).
- Not trap you or restrict your options for movement.
- To prevent an active shooter from entering your hiding place:
  - Lock the door.
  - Blockade the door with heavy furniture.
- If the active shooter is nearby:
  - Lock the door.
  - Silence your cell phone and/or pager.
  - Turn off any source of noise (i.e. radio, television).
  - Hide behind large items (i.e. cabinets, desks).
  - Remain quiet.



**C. PROTECT YOURSELF – Take Action:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.

### **WHEN LAW ENFORCEMENT ARRIVES**

- Put down any items in your hands.
- Keep hands visible, at all times.
- Remain calm and follow officers' instructions.
- Avoid making quick movements towards officers.
- Do not stop to ask for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Congratulations, you have completed the  
Workplace Violence Safety module.  
Click [here](#) to take the final quiz.

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