**Workplace Violence: Workplace Violence Prevention Policy**

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| **I. OBJECTIVE**  ABC Company is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, ABC Company has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.  **II. SCOPE OF POLICY**  All full-time and part-time, active employees are covered under this policy.  **III. PROCEDURES**  All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of ABC Company without proper authorization.  Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes 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.  All threats of (or actual) 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 a commotion or disturbance near your workstation, do not try to intercede or see what is happening.  ABC Company will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the ABC Company individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, ABC Company may suspend employees, either with or without pay, pending investigation.  Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.  ABC Company encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. ABC Company is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns. |