

WORKPLACE VIOLENCE POLICY

IT IS THE POLICY OF THIS INSTITUTION TO MAINTAIN A SAFE WORKPLACE, FREE FROM ANY THREAT OF PHYSICAL VIOLENCE, EMOTIONAL ABUSE, OR ANY FORM OF INTIMIDATION. EMPLOYEES, CUSTOMERS, VENDORS, OR ANY VISITORS TO THE FACILITY ARE PROHIBITED FROM BRINGING ANY TYPE OF WEAPON, EXPLOSIVE, OR DESTRUCTIVE MATERIAL ONTO THE INSTITUTION'S PROPERTY. EMPLOYEES WILL NOT POSSESS ANY OF THE ABOVE WHILE ENGAGED IN THE INSTITUTION'S BUSINESS. ANY ACTS OF VANDALISM, SABOTAGE, OR THE THREAT OF SUCH ACTS WILL NOT BE TOLERATED. EMPLOYEES ARE ADVISED TO REPORT ANY ACTS OR THREATS OF ACTS WHICH ARE DESCRIBED BY THIS POLICY TO THEIR IMMEDIATE SUPERVISOR. ALL COMPLAINTS, REPORTS, OR ADVISEMENTS WILL BE THOROUGHLY INVESTIGATED. FAILURE TO COMPLY WITH THIS POLICY IS A DIRECT VIOLATION OF THE INSTITUTION'S RULES AND MAY RESULT IN ACTIVATION OF DISCIPLINARY PROCEDURES UP TO AND INCLUDING TERMINATION OF EMPLOYMENT. WHERE CRIMINAL VIOLATIONS HAVE OCCURRED, THE INSTITUTION WILL FILE CRIMINAL CHARGES AND FOLLOW THROUGH WITH PROSECUTION OF THOSE INVOLVED. THIS POLICY IS ADOPTED FOR THE MUTUAL PROTECTION OF ALL EMPLOYEES AND VISITORS. EMPLOYEES AND OTHERS SHALL NOT BE SUBJECTED TO NOR VICTIMIZED BY THREATS, INTIMIDATION, OR ANY FORM OF ABUSE. ALL SUCH ACTIVITIES MUST BE REPORTED IMMEDIATELY, BY CALLING _____.

CALLERS MAY REMAIN ANONYMOUS IF SO DESIRED.

*Management retains the **right to search any lockers, lunch boxes, backpacks, or other containers**, when there is probable cause to believe this policy has been violated. Suspected violators should be present when a search of their property is conducted.

