

Written: 03/28/2017	Policy	Workplace Violence Policy
Approved:04/27/2017		Dept.: All
Reviewed/Revised: 03/28/2017		Written By: Logan Brown

Policy:

Area Agency on Aging, Inc. provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy. Area Agency on Aging, Inc. has a zero tolerance policy for violent acts or threats of violence against employees, applicants, clients and/or vendors. The company does not allow fighting, threatening words or any type of inappropriate conduct. In addition, weapons of any kind are strictly prohibited and not permitted on Area Agency on Aging, Inc. premises unless authorized. No employee should commit or threaten to commit any violent act against a co-worker, supervisor, manager, client, and/or vendor; this includes discussions of the use of dangerous weapons, even in a joking manner.

Procedure:

Conduct that is prohibited under this policy includes, but is not limited to:

- Threats of any kind.
- Causing physical injury to another person.
- Making threatening remarks.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Possessing a weapon while on company property or while on company business unless authorized.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Reporting

Any potentially dangerous situations must be immediately reported to a supervisor or the human resources (HR) department. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. Area Agency on Aging, Inc. will actively intervene at any indication of a possibly hostile or violent situation.

Area Agency on Aging, Inc. does not tolerate retaliation against an employee who reports workplace violence. All reports of workplace violence will be taken seriously and will be thoroughly investigated.

If Area Agency on Aging, Inc. determines that workplace violence has occurred, the company will take all appropriate actions it deems necessary and appropriate under the circumstances. Such actions may include, but is not limited to:

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- Suspension, termination or other disciplinary action as appropriate.
- Removal from the premises or withdrawal of consent to enter or be present on the premises pending the outcome of an investigation and thereafter, if required.
- Notification to law enforcement agencies of any threats and violent acts, and initiation of criminal arrests and prosecutions.
- Reassignment/relocation of personnel or job duties, if required.
- Termination of any business relationship.
- Any other action the company deems to be necessary or required under the circumstances.

Authorized Exceptions

Employees may possess a firearm if possession is in compliance with Arkansas law and the employee has received written authorization from the President/CEO or HR Director and a copy of the employee’s concealed carry license has been placed in the Employee’s personnel file.