

VIOLENCE IN THE WORKPLACE POLICY

The safety and security of all employees, individuals served and visitors is of primary importance at Challenge. Threats, threatening and abusive behavior, or acts of violence against employees, visitors, those we serve, or other individuals by anyone on agency property, on agency time or at agency functions will not be tolerated. Violations of this policy may lead to corrective action up to, and including, termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. Challenge reserves the right to take any necessary legal action to protect its employees and those we serve.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on company premises shall be removed from the premises as quickly as safety permits and shall remain off and away agency premises or functions pending the outcome of an investigation. Following investigation, the organization will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All employees are responsible for notifying Senior Management and Human Resources of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior they have witnessed that they regard potentially threatening or violent or which could endanger the health or safety of an employee, individual served or visitor when the behavior has been carried out on an agency-controlled site or is connected to agency employment or agency business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened.

The organization understands the sensitivity of the information requested and will maintain the confidentiality of such to respect the privacy of the reporting employee. Challenge will not condone any form of retaliation against any employee for making a report under this policy.

Weapons

Despite some laws that allow people to carry firearms in public, Challenge prohibits anyone from possessing or carrying weapons of any kind on agency property, in agency vehicles, or while on agency time. This includes, but is not limited to:

- any form of weapon, or explosive;
- all firearms;
- brass knuckles and other combat/attack items; and
- all illegal knives or knives with blades that are more than six (6) inches in length.

If an employee is unsure whether an item is covered by this policy, please contact Human Resources. Employees are responsible for making sure that any item they possess is not prohibited by this policy. Public officials including police officers, security guards, or other individuals who are on official business on agency property, may carry a weapon based on their occupation.

While the agency has a policy prohibiting weapons, nothing in this policy shall be construed as creating any duty or obligation on the part of the agency to take any actions beyond those required of an employer by existing law.

Reporting

If there is a threat or threatening situation that arises in the workplace, any employee that is aware of the situation should contact Senior Managers and Human Resources. If behavior poses a threat to an individual's safety, immediately call 911 then notify Senior Management and Human Resources.

Bomb Threats: See Emergency Procedures

If an individual makes a threat by mail, e-mail, or on voice mail, **DO NOT ERASE THE E-MAIL OR VOICE MAIL MESSAGE**, immediately report to Senior Managers and Human Resources.

If an employee meets, either in the office or offsite, with an individual known to have been violent or who the employee believes may be threatening or violent, the employee must:

1. Notify his/her supervisor of the need to meet with such an individual and of the possible threatening situation **before** the meeting takes place.
2. The employee or supervisor will request assistance from their supervisor if the meeting or visit will take place on agency premises.
3. The employee or supervisor must notify Senior Management and Human Resources if they have asked for a Law Enforcement or security staff escort to a meeting or visit for safety reasons.

If an employee is working on Challenge business while offsite during non-business hours and a situation arises that poses a threat to his/her safety, the employee must call 911.

An employee who obtains a protective or restraining order that lists Challenge as a protected area must provide a copy of the order to Human Resources. Challenge has confidentiality procedures that recognize and respect the privacy of the reporting employee(s).

Challenge's Role

Any staff person who feels his/her safety is threatened because of work related issues could request to have a case reassigned because of such risk. Such requests must be made in writing to the employee's supervisor. The employee will meet with the supervisor and Department Head, if necessary, to discuss the reasons for the request. The supervisor is expected to consult with the

Department Head regarding all such requests to seek additional information as necessary to make a decision.

Items of concern regarding safety and security will be brought to the Safety Committee. This group will review aggregate information regarding threats and incidents on a regular basis and will make recommendations regarding needed changes in department policies and procedures.

Human Resources will coordinate training in personal safety for all employees on a periodic basis.

Signature of Employee/Volunteer

Date

Human Resources Representative

Date

Reviewed December 20, 2011