

Adopted 8/04

Subject: PERSONNEL POLICY #31

WORKPLACE VIOLENCE

Choices in Community Living has **zero tolerance** for violence and/or violent behavior in the workplace.

Zero tolerance

This company has a policy of zero tolerance for violence. If you engage in or threaten any act of violence in the workplace, your employment will be terminated immediately for said cause. No talk of violence or joking about violence will be tolerated.

Violence

"Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in such activities. It is the intent of this policy to ensure that everyone associated with this organization (employees, clients, volunteers, vendors) never feels threatened by the actions or conduct of any employee or Choices In Community Living representative.

Workplace security measures

In an effort to fulfill our commitment to a safe work environment for our employees, clients, and visitors and visitors, **all "Choices" employees MUST ensure:**

- Access to the company's property is limited to those with a legitimate business interest.
- Access to Clients' homes is limited to those employees assigned to work at the home at their scheduled time. Employees not scheduled to work at that home should not be in the home. Under no circumstance should visitors (to include family) be brought to or into a client's home.
- No weapons

All weapons banned

Choices in Community Living specifically prohibits the possession of weapons by any employee or visitor while on company property (see "No Weapons" policy). This ban includes keeping or transporting a weapon in a vehicle in a parking area, whether public or private. Employees are also prohibited from carrying a weapon while acting a representative of Choices In Community Living performing services even while off the company's premises.

Weapons include, but is not limited to, guns, knives, explosives, and other items with the potential to inflict harm. Disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

Inspections

Desks, telephones, and computers are the property of the business. We reserve the right to enter or inspect your work area including, but not limited to, desks and computer storage disks, with or without notice.

The fax, copier, and mail systems, including e-mail, are intended for business use. Personal business should not be conducted through these systems. Any private conversations overheard, or private messages retrieved, that constitute threats against other individuals can and will be used as the basis for termination for cause.

Reporting violence

It is everyone's responsibility to prevent violence in the workplace. You can help by reporting what you see in the workplace that could indicate that a co-worker is in trouble. You are in a better position than management to know what is happening to those with whom you work.

You are encouraged to report any incident that may violate any of the company's policies created to ensure a safe workplace environment. Concerns may be presented to your administrator, program director or human resource director.

All reports will be investigated and information will be kept confidential.