


Human Resources	Document No.	Revision Level:	 MANUFACTURING COMPANY
Description: WORKPLACE VIOLENCE POLICY AND PROCEDURES	Issuer:		
	Revised By:		

1.0 PURPOSE

1.1 It is the Policy of the Company to prevent workplace violence and maintain a safe working environment for employees, contractors and guests.

2.0 SCOPE

2.1 The Company prohibits and will not tolerate any form of workplace violence by an employee, visitor or any other person while at work, on Company property or engaged in activities for the Company. Any form of threatening behavior, remarks or hostile activity will result in immediate suspension without pay and police notification and possible termination of employment.


2.2 Prohibited workplace violence includes:

- 2.2.1 making threatening remarks
- 2.2.2 aggressive and hostile acts such as shouting or using profane language
- 2.2.3 fighting
- 2.2.4 bullying
- 2.2.5 intimidating or harassing another person

2.3 The Company also prohibits all employees from transporting, possessing, or using explosives, firearms, or “deadly weapons” (any weapon which is used or is intended to be used to cause serious bodily injury or death) in Company buildings.

2.4 To reduce the risks of workplace violence, and where permitted by law, all employees will be subject to post conditional offer pre-employment drug and alcohol testing, background checks and reference checks.

2.5 Traveling and remote employees should use best judgment and take appropriate action (including, but not limited to: calling 911) when witnessing or confronted with a potentially violent situation.

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3.0 REPORTING


- 3.1 All employees, contractors and guests are encouraged to report incidents of suspected workplace violence.
- 3.2 Any employee who observes workplace violence must immediately notify their Supervisor, the Human Resources department or Security. Supervisors or the Human Resources department will suspend the employee immediately and notify the police.
- 3.3 An employee observing concerning behavior that they believe may indicate a risk of workplace violence must either notify their Supervisor, the Human Resources department or Security. Supervisors or the Human Resources department will suspend the employee immediately and notify the police.
- 3.4 Employees granted temporary or final Protection from Abuse or similar orders from a court should advise the Human Resources department.

4.0 INVESTIGATION

- 4.1 Employees are required to fully cooperate with any investigation, which may include interviews of the employee about any aspect of an alleged incident.

5.0 CONFRONTING A VOLATILE SITUATION

- 5.1 When confronted with a violent situation in the workplace involving an employee, visitor or any other people, employees should attempt to do the following as may be appropriate to the situation:
 - 5.1.1 Call a Supervisor, Security or the Human Resources department.
 - 5.1.2 If the violence is ongoing and the employee cannot reach their Supervisor, Security or the Human Resources department, they should call 911.
 - 5.1.3 Follow the Company's "Facility Violent Emergency Procedure," set forth below, if necessary.

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6.0 FACILITY VIOLENT EMERGENCY PROCEDURE

6.1 INTRODUCTION

- 6.1.1 Threats can come from employees or people outside the Company.
- 6.1.2 The Company has developed a facility VIOLENT EMERGENCY program for our facilities. This program consists of both a Lockdown and an Evacuation procedure. The purpose of these procedures is to improve employee safety and reduce risk of harm to the extent reasonably possible.
- 6.1.3 A typical “Lockdown” procedure is a temporary sheltering in place technique utilized to attempt to limit employee exposure to the risk from a dangerous person(s) posing a threat to safety.
- 6.1.4 A typical “Evacuation” procedure is a mass exiting of the building by safe exit routes.

6.2 BUILDINGS, FACILITIES AND PHONE SYSTEM

- 6.2.1 All buildings contain exterior doors that are locked at all times.
- 6.2.2 The Company maintains a security staff that provides services twenty-four hours per day/seven days per week.
- 6.2.3 The Company has surveillance cameras that are viewed regularly by the security staff.
- 6.2.4 Employee entrance doors are locked and only accessible by an employee-specific and employer-issued key FOB or badge.
- 6.2.5 All telephones can contact the McKean 911 Center by dialing 911.

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6.3 LOCKDOWN AND EVACUATION

6.3.1 The Company’s Violent Emergency Procedures incorporate two different formats. It is critical that all employees understand the differences.

6.3.1.1 LOCKDOWN AND EVACUATION DEFINITIONS

6.3.1.1.1 LOCKDOWN - signifies that an outside threat is nearby and there is minimal risk to employees inside any building.

6.3.1.1.2 EVACUATION - signifies that a threat is inside the building and employees should evacuate if they can do so safely.

7.0 PROCEDURES


7.1 LOCKDOWN

7.1.1 When it is determined that an exterior risk or threat is present, Security, the Human Resources department or the EHS Supervisor will notify the appropriate building receptionist or acting Emergency Coordinator of the threat and what action to take.

7.1.2 The receptionist on duty, the acting Emergency Coordinator, Security, the EHS Supervisor or the Human Resources department will use the paging system and state: “LOCKDOWN” multiple times.

7.1.3 If there are silent alarm/panic buttons installed where an employee is, and the employee believes there is a potential imminent threat, the employee will trigger the alarm.


7.1.4 Employees are permitted to monitor their cell phones during the emergency for further information via the company’s Mass Alert Notification System and possible communication with police. Employees should limit phone use for emergency use only.

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- 7.1.5 Security or other emergency personnel will notify other Company facilities of the threat and request them to issue the Lockdown or Evacuation if appropriate.
- 7.1.6 Continued announcements via the paging system may occur.
- 7.1.7 If employees are instructed to turn off production equipment, they should do so if there is no observable immediate risk.
- 7.1.8 During LOCKDOWN
 - 7.1.8.1 All exterior doors will be locked.
 - 7.1.8.2 NO ONE MAY LEAVE OR ENTER THE BUILDING.
 - 7.1.8.3 Windows on lower floors should be closed and locked if there is no observable immediate risk to do so.
 - 7.1.8.4 If it is decided the threat does not require work stoppage, business will continue as usual.
 - 7.1.8.5 Announcements may be made via the paging system or Mass Alert Notification System for additional information.
 - 7.1.8.6 An announcement via the paging system will be made by Security, the Human Resources department, or the EHS Supervisor or acting Emergency Coordinator when the situation has cleared.

7.2 EVACUATION

- 7.2.1 When it has been determined that an interior risk or threat is present, the employee recognizing the threat should notify the receptionist, Security and/or call 911 as soon as safely possible.
- 7.2.2 An employee may also use the paging system to identify the threat, giving as much information to the location, name of perpetrator (if known) or description of the threat.

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- 7.2.3 If it is not already reported, the receptionist on duty will notify Security, the EHS Supervisor or the Human Resources department of the threat.
- 7.2.4 Security, the Human Resources department, or the EHS Supervisor will notify the appropriate building receptionist or acting Emergency Coordinator of the threat and what action to take.
- 7.2.5 The receptionist on duty, the acting Emergency Coordinator, Security, the EHS Supervisor or the Human Resources department will use the paging system and state: ““EVACUATE” multiple times followed by the type of threat, location (i.e., “Shooter in the lobby,” etc.) and description (i.e., name, clothing, etc.) if possible and if it can be done safely.
- 7.2.6 If there are silent alarm/panic buttons installed where an employee is, and the employee believes there is a potential threat, the employee will trigger the alarm.
- 7.2.7 If safely possible, the employee or staff member using the paging system should continue to alert the employees of the location of the threat “i.e., Shooter second floor, etc.”
- 7.2.8 During EVACUATION:
 - 7.2.8.1 All employees should EVACUATE the building quickly, away from the threat location, and move as far as reasonably possible away from the building following the orders of emergency personnel if present.
 - 7.2.8.2 Employees should activate their cell phones for further communication, if it can be done safely, after the employee has evacuated.

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7.2.9 If Evacuation cannot be made because of the threat:


- 7.2.9.1 Employees should seek shelter in the closest room or area with lockable doors or one that can be easily barricaded.
- 7.2.9.2 Once inside, take shelter, turn phones to “Silent,” shut off lights, lock and barricade doors.
- 7.2.9.3 Remain quiet.
- 7.2.9.4 Call 911 if possible.
- 7.2.9.5 Remain in place until all clear is given.
- 7.2.9.6 The “All Clear” will be given physically by a uniformed law enforcement official, Uniformed Security officer or via the Mass Alert Notification System.

7.2.10 If an employee encounters a shooter or other dangerous person, they should take whatever evasive or protective action they can in an effort to reduce the risk of bodily harm.

7.3 EXITING THE BUILDING AND ASSEMBLING

7.3.1 Tips for evacuating:

- 7.3.1.1 Stay calm.
- 7.3.1.2 Leave (or drop) all bags, purses, etc. when exiting.
- 7.3.1.3 Keep hands free of objects (i.e., cell phones) and visible at all times.
- 7.3.1.4 If there is an encounter with law enforcement, the employee should share critical information regarding the situation if requested.

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- 7.3.1.5 Comply with all law enforcement requests immediately, without argument or resistance.
- 7.3.2 After exiting the building, find a safe zone, as far away from the latest known location of the threat as possible. Do not assemble in a group at a place visible from the building unless directed by emergency personnel.
- 7.3.3 Following a valid "All Clear," assemble at the standard fire evacuation meeting location. Information may be needed by authorities or the Company and it is necessary for the Company to account for all employees.

8.0 REFERENCES

- 8.1 Employee Handbook
- 8.2 Anti-Discrimination and Anti-Harassment Policy

9.0 APPROVAL AUTHORITY

WRITTEN / REVISED BY	APPROVED BY	APPROVAL (Initials/Signature)	DATE
	Bruce Gallagher		
	Bunny Comilla		

10.0 REVISION HISTORY

REV. #	REV. DATE	SCN No.	REVISED BY	CHANGES