|  |  |  |
| --- | --- | --- |
| Workplace Violence Prevention | **Last Revision:** | February 2018 |
| **Last Reviewed:** | February 2018 |
| **Applies to the following THA Group of companies:** | * Island Health Care * Island Hospice * Independent Life at Home * RightHealth® * THA Services * Palliation Choices * InteguHealth |
| **Included in the following THA Manual:** | Administrative Policies & Procedures  Environmental Safety & Equipment |

# POLICY

THA Group is committed to preventing workplace violence and to maintaining a safe work environment. THA Group has adopted the following guidelines to deal with intimidation, harassment, and other actual or threatened violence that may occur during business hours or on its premises.

**SCOPE OF POLICY**

All active employees are covered under this policy.

**PROCEDURE**

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of THA Group without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a client, or a member of the public will not be tolerated. This prohibition includes all verbal and physical acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

Employees should immediately report all actual or threatened violence, whether direct or indirect, to their immediate leader or any other member of leadership. This includes threats by employees as well as threats by clients, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a leader or member of leadership. Employees should not place themselves in peril, should not try to intervene in observed disturbances, and should maintain a safe distance from any ongoing incident.

THA Group will promptly and thoroughly investigate all reports of actual or threatened violence and of suspicious individuals or activities. The identity of the THA Group individual making a report will be protected to every extent possible. In order to maintain workplace safety and the integrity of its investigation, THA Group may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for actual or threatened violence or conduct that is in violation of these guidelines will be subject to prompt corrective action, up to and including separation of employment.

THA Group encourages employees to bring their disputes or differences with other employees to the attention of their leaders or the Talent Management Department before the situation escalates into potential violence. THA Group is eager to assist in resolving employee disputes, and will not discipline employees for raising such concerns.