

WORKPLACE VIOLENCE

The Firm is committed to working with our employees to provide a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. This policy outlines employees' responsibilities to prevent workplace aggression.

ZERO TOLERANCE POLICY

The Firm has a zero tolerance policy and will not tolerate violence, threats, harassment, intimidation, and other violent disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to members of management, co-workers, employees, and non-employees such as contractors, clients, and visitors.

Workplace aggression or violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property or any intentional behavior that may cause a person to feel threatened.

Your cooperation is needed to implement this policy effectively and to maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior, report it immediately to the Practice Manager.

NOTE: REPORT ALL THREATS OR ASSAULTS THAT REQUIRE IMMEDIATE ATTENTION TO POLICE – CALL 911

PROHIBITED CONDUCT

Prohibited conduct includes, but is not limited to:

- Injuring another person physically;
- Creating a reasonable fear of injury to another person;
- Possessing, brandishing, or using an explosive, munitions, or any other similar device while on Firm premises or engaged in Firm business;
- Intentionally damaging property;
- Threatening to injure an individual or damage property by any means, including verbal, written, direct, indirect, or electronic means;
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment;
- Violating a restraining order, order of protection, injunction against harassment or other court order.
- Possessing, brandishing, or using a firearm in a Firm vehicle or in a personal vehicle (other than having a personal firearm locked in a cabinet in a personal vehicle) while on Firm business.

EXPECTED EMPLOYEE CONDUCT

All employees are required to display common courtesy and engage in safe and appropriate behavior on the job at all times. All employees are expected to comply with this policy. Any involvement in incidents of physical violence or strenuous horseplay is considered dangerous and unacceptable behavior.

PROHIBITION AGAINST WEAPONS

The Firm will not tolerate employees being in the possession of any weapons, including weapons transported in Firm vehicles or in employee personal vehicles while on Firm business, including inside the workplace. When working outside the Firm premises, employees are prohibited from possessing, carrying or transporting weapons while conducting Firm business. Carrying of concealed weapons while performing work as an employee is prohibited. Weapons include guns, knives, explosives, and other potential weapons. The only exception to this policy is that firearms may be in personal vehicles so long as they are locked in a cabinet pursuant to Arizona law.

GENERAL SAFETY

Never hesitate to call the police (911) [or Building Security] if you have safety concerns or are confronted with a potentially violent situation. It is better to have called unnecessarily than not to have appropriate personnel available when there is a threatening situation.

Never attempt to physically restrain or physically remove a threatening or violent individual by yourself.

Always report violent, threatening, or harassing behavior to the Practice Manager.

Alert the Practice Manager to the presence of strangers in your work area or the presence of any suspicious package.

REPORTING PROCEDURES AND INVESTIGATION

Prompt and accurate reporting of all workplace violence incidents, whether a physical injury occurred or not, is required. The Firm has a Threat of Violence report form designed to obtain information about the threat. The form is located on the Practice Manager's desk.

The Firm has instituted a Situational Assessment Process to assess threats and determine the appropriate response and investigation. The process is posted on the bulletin board.

The employee against whom the violence, threat of violence or other conduct that threatened the health and safety of the employee or other employees is required to complete the Threat of Violence Form. Witnesses to the incidents shall also complete the form or otherwise notify the Practice Manager. All reports will be handled according to the Situation Assessment Process.

RESTRAINING ORDERS/ORDER OF PROTECTION/INJUNCTION

Occasionally an employee will seek an order of protection for restraining a person from committing an act, including domestic violence. When an employee has sought an order of protection, or injunction against harassment, the employee must provide the following to the Practice Manager who will provide the information to the front desk:

- A copy of the order of protection, injunction against harassment, and documents indicating service of process, and

- A recent photo of the person

THREATENING PHONE CALL OR WRITTEN OR ELECTRONIC MESSAGE:

If you receive an obscene or threatening telephone call, or written or electronic message, save the message if possible, immediately notify the Practice Manager, and complete a Threat of Violence Report.

CONFIDENTIALITY

The Firm will make every effort to keep the reports confidential. The information will be kept as confidential as possible, except where there is a need to know in order to reach a solution to the problem.

DISCIPLINE

Individuals who commit acts of violence or threats will be subject to removal from the premises and will be subject to disciplinary action, up to and including termination, and possible criminal penalties.

The Firm will promptly investigate any:

- Physical or verbal altercation,
- Threats of violence, and
- Other conduct by employees that threatens the health or safety of other employees or the public.

All incidents of physical altercations will be treated as gross misconduct and will result in disciplinary action, up to and including termination of employment. Pending the investigation, the Firm can immediately suspend employees for any alleged violation of Firm policy. At the conclusion of the investigation, appropriate action will be taken, up to and including termination of employment.

The Firm may seek the prosecution of all those who engage in violence on its premises or against its employees while they are engaged in Firm business.

RETALIATION PROHIBITED

Victims of workplace aggression and witnesses will not be retaliated against in any manner. No employee will be subject to discipline for reporting a threat, or for cooperating in an investigation.

Employee cooperation is required.

An employee who initiates, participates, or is involved in retaliation or obstructs an investigation into a threat, is subject to discipline, up to and including termination.

Employees who believe they have been retaliated against must immediately report the matter to the Practice Manager.