

Approved:	STANDARD OPERATING PROCEDURE	REVISION A
BCM	TITLE: Workplace Violence Policy	02/16/2015
HHH Services, LLC		

Definition

Workplace violence is any act of physical aggression by an individual that occurs at the work site directed against other persons or property, including threats, harassment, assault, and vandalism.

- Acts of violence include:
- Homicide
- Shoving/pushing
- Abuse (verbal or physical)
- Hitting
- Kicking
- Threats
- Intimidation
- Vandalism
- Harassment

Other behavior strictly forbidden by company policies, which may contribute to workplace violence:

- Possession or consumption of illegal drugs or alcoholic beverages on company property.
- Working while under the influence of drugs or alcohol on company time or premises. (SEE Substance Abuse Policy)
- Possession of a lethal weapon on company premises.

Policy

Company's stance against violence in the workplace is **ZERO TOLERANCE**.

Zero tolerance means that any associate who commits a violent act, or another behavior which can contribute to violence, may be subject to disciplinary action up to, and including termination without prior warning.

If you are the victim of any type of violent behavior or threat REPORT IT IMMEDIATELY. Do not wait to report violent acts or behavior, thinking that they will go away. If you witness it, or are the victim, report it immediately to your supervisor, manager, or Human Resources.

If there is a threat to you from outside the workplace that may affect your work, or even follow you to work, inform your supervisor, manager, or Human Resource manager.

Know your Rights:

Guarantee of Fair Treatment was designed to make sure all associates have a way to make complaints and have problems resolved by contacting their Human Resources department. The Associate Resource Line is always available for assistance and advice at 801-261-5565.