

WORKPLACE VIOLENCE

XYZ Company is very concerned for the safety and well being of its employees, clients and vendors. Violence or conduct that creates the threat of violence to XYZ Company employees will **not** be tolerated. The company will work swiftly and closely with law enforcement personnel in response to any threat of violence.

This policy is intended to govern behavior which may cause injury, or fear of injury, to a XYZ Company employee. Examples of violent behavior include verbal abuse, physical assault, stalking, verbal threats, use or carrying of weapons, destruction of property including sabotage of computer systems. Employees who behave violently, or who threaten violence, may be subject to disciplinary action up to and including termination.

Employees who wish to report their concerns about actual or potential workplace violence may contact their supervisor, Human Resources, or any member of management. All information will remain confidential to the fullest extent possible.

Managers and supervisors are responsible for attempting to maintain a workplace free from harm and violence. XYZ Company reserves the right to take whatever action deemed to be in the best interest of its employees.