***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Personnel **CODE: C-7**

SUBJECT: Violence in the Workplace **EFFECTIVE:**

**COORDINATOR: Director of Human Resources**

*[Hospital Name]* embraces a zero tolerance policy for workplace violence. Consistent with this policy, act(s) or threat(s) of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the Hospital and its employees or which occur on Hospital property will not be tolerated.

1. Threats or acts of violence shall include conduct which is offensive or intimidating to alter the employment conditions at *[Hospital Name]* or to create a hostile, abusive or intimidating work environment for one or more Hospital employees. Examples of workplace violence include, but are not limited to, the following:
2. All threats or acts of violence occurring on the Hospital premises, regardless of the relationship between the Hospital and the parties involved.
3. All treats or acts of violence that occurs in the Hospital premises involving someone who is acting in the capacity of a representative of the Hospital.
4. All threats or acts of violence occurring off the Hospital premises involving an employee of the Hospital if the treats or acts affect the legitimate interest of the Hospital.
5. Any acts or threats resulting in the conviction of an employee, or of an individual performing services for the Hospital, or of an individual performing services for the Hospital on a contract or temporary basis, under criminal code provision relating to violence or threats of violence which adversely affect the legitimate interests and goals of the Hospital
6. Specific examples of conduct which may be considered threats or acts of violence include, but not limited to, the following:
7. Hitting or shoving an individual.
8. Threatening and individual or his/her family, friends, associates, or property with harm.
9. The intentional destruction or threat of destruction of Hospital property.
10. Harassing or threatening phone calls.
11. Harassing surveillance or stalking
12. Intimidating actions that reinforce one’s belief that violence is appropriate.
13. Unauthorized possession or inappropriate use of firearms or weapons. (See policy C-10)
14. The Hospital’s prohibition against threats and acts of violence shall apply to all persons involved in the Hospital operations, including but not limited to:
    1. Employees
    2. Contract personnel
    3. Temporary personnel
    4. Patients
    5. Visitors
15. Employees shall report an acts or threats of violence occurring on the Hospital premises to the Chief Executive Officer, their supervisor and the Human Resources Manager. No supervisor shall prohibit or intimidate any employee form making a report in accordance with the policy.
16. Violation of this policy by any individual on Hospital property, by an individual acting as representative of the Hospital while off Hospital property, when his/her actions affect the Hospital’s business interests, shall lead to disciplinary action, up to and including termination, and/or legal action as appropriate.

APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_