

Workplace Violence and Prevention Policy

For

Chatham Trades, Inc.

June 2020

Workplace Violence and Prevention Policy Record of Changes

Description of Changes	Date	Review/Revision by
Reviewed	10/2019	Shawn Poe
Revised	3/2020	Jessica Godfrey
Revised	6/2020	Jessica Godfrey

OBJECTIVE:

Chatham Trades is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Chatham Trades has adopted the following guidelines to deal with bullying, intimidation, harassment or other threats of (or actual) violence that may occur during business hours or on its premises. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence and prevention policy.

SCOPE OF POLICY:

All full-time and part-time, active employees and volunteers are covered under this policy.

PROHIBITED CONTACT:

We do not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, which is not inclusive, provided examples of conduct that is prohibited:

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or property of another employee
- Possession of a weapon while on company property or while on company business
- Committing acts motivated by, or related to, sexual harassment or domestic violence

PROCEDURES:

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

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

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by ex-employees, customers, vendors, solicitors, or

other members of the public. When reporting a threat of (or actual) violence, the employee should be as specific and detailed as possible. All suspicious individuals and/or activities should also be reported as soon as possible to a supervisor. At no time should employees place themselves in danger.

Chatham Trades staff will promptly and thoroughly investigate all reports of threats or actual instances of violence and of suspicious individuals or activities. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need to know basis and the identity of the individual making the report will be protected as much as is practical.

In order to maintain workplace safety and the integrity of its investigation, Chatham Trades may suspend employees, either with or without pay, pending investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Chatham Trades encourages employees to bring their disputes or differences with other employees to the attention of their supervisors before the situation escalates into potential violence. Chatham Trades is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns. All parties involved in a situation will be counseled and the results of the investigations will be discussed with them.

Doors that lead to the main work floor are locked on the outside. They have to be opened from the inside or with a key from the outside. The front door is locked at all times, with a keypad for employees. Visitors ring the bell on the keypad and the call is answered. The Office Assistant can remotely release the magnetic lock to allow entry to the building. Signs are posted at all entrances telling visitors to check in at the office. All visitors to Chatham Trades must sign in and wear a visitor's badge. All visitors to the building must be escorted through the building by a staff person of the organization they are visiting.

Any staff experiencing threats of violence in their personal lives and/or who have a restraining order against another person should advise their supervisor of this situation. It is rare, but there are times when personal violence or threats follow the staff to their workplace and it is Chatham Trades' intention to keep all staff safe while they are at the workplace.

LOCKDOWN

In the event of an armed and dangerous person in the vicinity (escaped convict/criminal) or a dangerous situation within Chatham Trades itself, Chatham Trades will go into lock down mode. Chatham Trades has a scanner located in the Office Manager's office that is tuned to the emergency channel and is monitored during business hours by the Office Manager and/or the Office Assistant. In the event of a dangerous/threatening situation, the **DURESS CODE** should be utilized. By punching in the numbers **3481** (the last four numbers of our phone number) on the alarm panel a silent alarm that says we are under

duress is sent and the police are immediately called. If a staff member is aware of an incoming threat, and it is safe to do so, staff should utilize the telephone intercom to announce, "**CODE BLUE**", which is an alert for the staff. Upon being made aware of a dangerous/threatening situation, staff will immediately secure all doors to the work floor and instructors will check roll to make sure all consumers are inside the building. Administrative and managerial staff will go to a secure area with no windows (such as Executive Director's Office or conference room). Administrative staff will tune to local radio and news stations for updates. Lights should be turned off, all cell phones muted, and everyone should remain calm and quiet. All staff and consumers will remain inside the facility until notified that the situation is under control. Once the situation is under control, an announcement of "All Clear" will be made.

**RECEIPT OF
CHATHAM TRADES WORKPLACE VIOLENCE AND PREVENTION POLICY**

Please sign below acknowledging that you have received the Chatham Trades Workplace and Prevention Policy and that you have reviewed and understand the policy.

Keep the Chatham Trades Workplace Violence and Prevention Policy for your records.

The provisions contained in the Chatham Trades Workplace Violence and Prevention Policy will apply whether or not this receipt is returned.

I acknowledge receiving a copy of the Chatham Trades Workplace Violence and Prevention Policy and have reviewed and understand the contents.

Employee Signature

Date