

Model Policy: Workplace Violence Statement

Why you need this policy:

Although not specifically required by OSHA, Best Practices and unofficial OSHA guidance suggests that employers develop a written program to prevent workplace violence that includes, among other things, a written statement from management expressing the organization's policy on workplace violence.

How this policy helps you:

Although it requires modification to reflect your own circumstances and policies, the Model Policy is a good illustration of what a Policy should look like and the issues it should address.

How to use this policy:

No two practices are the same, so modify this Model Policy based on your circumstances.

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ABC Law Firm Workplace Violence Policy Statement

Management Commitment: The managing partners of ABC Law Firm (ABC) recognize that violence is an occupational hazard and that it can result in physical and psychological damage to victims who suffer it at work. ABC management is committed to preventing workplace violence and is ultimately responsible for employees' health and safety. We will take whatever steps are reasonable to protect our employees from workplace violence from all sources.

Definition: For purposes of this Policy, "workplace violence" means actual, threatened or attempted conduct intended or likely to cause injury to, harass, threaten, intimidate, bully or otherwise harm another person. Examples include but aren't limited to:

- Physical assaults;
- Pushing, shoving, elbowing, jostling and other acts of physical intimidation;
- Verbal threats;
- Written threats, e.g., in notes or emails;
- Shaking a fist, brandishing a weapon or making other threatening gestures;
- Throwing something at a person; and
- Kicking an object near a person or something the person is standing on like a ladder.

Where Workplace Violence May Occur: For purposes of this policy, workplace violence includes not just ABC offices, vehicles and other property but off-site locations, including, but not limited to, off-site meetings or conferences, client locations, social situations related to work or employees' homes if there are real or implied consequences related to the workplace.

Sources of Workplace Violence: Violent behavior in the workplace is unacceptable from anyone, including individuals who are employed or work for ABC in any capacity, as well as its clients, vendors and office visitors. Everyone at ABC is expected to work together to prevent workplace violence.

Workplace Violence Program: To implement this Policy, ABC has adopted a workplace violence prevention program that includes, among other things, measures and procedures to protect employees from workplace violence, a means of summoning immediate assistance and a process for employees to report incidents, or raise concerns of violence.

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Notification of Incidents: Employees who notify ABC officials or management of acts, threats or other incidents of violence who wish to remain anonymous may do so and ABC will not reveal their identities except to the extent necessary to investigate the complaint or correct the problem or as required by law. No employee shall be subject to reprisals of any kind for reporting incidents of violence.

Discipline: Acts of workplace violence will not be tolerated and will be responded to with appropriate disciplinary action, up to and including termination, based on a thorough investigation of the incident and the surrounding circumstances. Such disciplinary action may include immediate termination for physical assaults and other egregiously violent acts, even if the person committing the act has committed no prior offenses.

Signed: _____

Chief Managing Partner

Date: _____