**Workplace Violence Program**

***Why is a Workplace Violence Program necessary?***

Workplace violence can be any act of violence, against persons or property, threats, intimidation, harassment, or other inappropriate, disruptive behavior that causes fear for personal safety at the work site. Workplace violence can affect or involve everyone- employees and visitors at the office, parking lot, or jobsite.

A number of different actions in the work environment can trigger or cause workplace violence (i.e., anger over disciplinary actions or the loss of a job. It may even be the result of non-work-related situations such as domestic violence, “road rage,” or hate incidents or crime (i.e., violence of intolerance and bigotry, intended to hurt and intimidate someone because of their race, ethnicity, national origin, religion, sexual orientation, or disability.

Workplace violence can be inflicted by an abusive employee, a manager, supervisor, co-worker, customer, family member, or even a stranger. Whatever the cause or whoever the perpetrator, workplace violence is not to be accepted or tolerated. There is no sure way to predict human behavior and, while there may be warning signs, there is no specific profile of a potentially dangerous individual. The best prevention comes from identifying any problems early and dealing with them.

**Responsibilities**

It is up to each employee to help make R&B Roofing‘s office, warehouse, parking lot and jobsites a safe workplace for all of us. The expectation is that each employee will treat all other employees, as well as customers with dignity and respect. You can and should expect management to care about your safety and to provide as safe a working environment as possible by having preventive measures in place and, if necessary, by dealing immediately with threatening or potentially violent situations which occur.

In addition, supervisors and managers have the obligation to deal with inappropriate behavior by their employees and customers, to provide employees with information and training to employees on workplace violence, and to put effective security measures in place.

Owners

Develop a policy statement that indicates the agency will not tolerate violent or disruptive behavior and that all reports of incidents will be taken very seriously and dealt with appropriately.

Ensure that appropriate safety and law enforcement personnel have completed an on-site review of safety and security of buildings and offices.

Provide adequate resources for employee training and awareness.

Include workplace violence training in all employee orientation and supervisory training sessions.

Provide funding for appropriate safety and security of employees.

Ensure that performance standards of appropriate staff reflect the importance of workplace safety and security.

Provide for briefings on workplace violence at staff meetings.

Managers & Foremen

Inform employees of company violence policies and procedures.

Ensure that employees know specific procedures for dealing with workplace threats and emergencies, and how to contact police, fire, and other safety and security officials.

Ensure that employees with special needs are aware of emergency evacuation procedures and have assistance (as necessary) regarding emergency evacuation situations.

Respond to potential threats and escalating situations by utilizing proper resources from local law enforcement and medical services.

Take all threats seriously.

Check prospective employees’ backgrounds prior to hiring.

Know that timely reaction is a measure that leads to success – delays in the reporting process impede the process.

Employees

Be familiar with company policy regarding workplace violence.

Be responsible for securing their own work area/place.

Be responsible for questioning and/or reporting strangers to supervisors.

Be aware of any threats, physical or verbal, and/or any disruptive behavior of any individual and report such to supervisors.

Do not confront individuals who are a threat.

If you know someone who needs mental health help, ask for help.

Take all threats seriously.

Know that timely reaction is a measure that leads to success – delays in the reporting process impede the process.

# Prevention of Workplace Violence

A sound prevention plan is the most important and, in the long run, the least costly portion of dealing with workplace violence. Pre-employment screening and having appropriate security measures help reduce risk of the occurrence.

*Pre-Employment Screening* – An agency should determine, with the assistance of its servicing personnel and legal offices, the pre-employment screening techniques which should be utilized, such as interview questions, background and reference checks, and drug testing if it is appropriate for the position under consideration and consistent with Federal laws and regulations.

*Security* – Maintaining a safe work place is part of any good prevention program. There are a variety of ways to help ensure safety, such as employee photo identification badges, guard services, and individual coded key cards for access to buildings and grounds.

Jobsites will have to be evaluated appropriately.