

<b>Workplace Violence Prevention, Reporting and Investigation Procedures</b>	S.O.P. 1C		Page 1 of 4	
	10/01	Rev. 1		
	Review Date:			<b>10/01</b>
	Approved By:			
STANDARD OPERATING PROCEDURE				

## TABLE OF CONTENTS

- I. Scope and Purpose
- II. Related Procedures and Resources
- III. Personnel Responsibility
- IV. Recognizing Workplace Violence
- V. Prohibited Conduct and Discipline
- VI. Reporting Workplace Violence
- VII. Actions to be taken in the Event of Workplace Violence
- VII. Investigation Procedures

### I. SCOPE AND PURPOSE

- A. This Workplace Violence Prevention Procedure has been established to promote a safe environment for “The Company’s” employees to work, that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.
- B. The purpose of this procedure is to provide a method of recognition and prevention of violence in the workplace, and to provide steps to follow in the event violence does occur.
- C. This procedure applies to all company personnel in the workplace and in other work-related settings such as work-related social events and work-related travel.

### II. RELATED PROCEDURES AND RESOURCES

- A. Workplace Violence Policy Statement
- B. Equal Employment Policy Statement
- C. Sexual Harassment Policy Statement
- D. S.O.P. 1B, Harassment and Discrimination Prevention
- E. S.O.P. 5A, Drug, Alcohol and Contraband

### III. PERSONNEL RESPONSIBILITY

- A. All Personnel:
  - 1. It is the responsibility of all employees to not commit any acts of violence in the workplace. Individuals who commit such acts may be removed from

the premises and be subject to disciplinary actions, up to and including termination, criminal penalties or both.

- B. Supervisors:
1. The supervisor must have available related Policy Statements at the jobsite, where employees can read it.
  2. All supervisors are responsible for knowing and implementing related policies and their procedures.
  3. Supervisors shall recognize that harassment and discrimination can lead to violence in the workplace and must take action to prevent such acts from occurring (refer to S.O.P. 1B, Harassment and Discrimination Prevention Procedures).
  4. Supervisors shall recognize acts of violence and must take action to stop the violence.
  5. Supervisors shall document and participate in the investigation all acts of violence.
- C. Employees:
1. It is the employee's responsibility to report all acts of violence and to participate in the investigation of those acts of violence.

#### **IV. RECOGNIZING WORKPLACE VIOLENCE - DEFINITIONS**

- A. **Company Premise or Workplace**
1. All premises and locations owned by, leased by or under the control of the Company, including the parking lots.
  2. All the premises and locations at which work is performed by the Company or any of its employees.
  3. All premises or locations, which are assigned to the Company for its use or the use of any of its employees by any client or customer including parking lots.
  4. All vessels and automobiles, aircraft, trucks and any other vehicles owned by, leased by, used by or otherwise under control of the Company or any of the Company's client and customers.
- B. **Violence** - is any extreme behavior intended to abuse, injure or murder a person and/or damage or destroy property.
- C. **Physical Violence** - typically involves the use or presence of force.
1. "Physical acts of violence against people"- primarily consists of assaults, fights, homicide, rape, stalking, stabbing and suicide (self-inflicted violence).
  2. "Physical acts of violence against property" - consists mainly have intentionally destroying equipment or other property, sabotaging equipment or other property, and arson.
  3. "Assault"- an unlawful threat, or attempt to injure another physically.
  4. "Battery" - the unlawful beating or other use of force on another person.

- D. **Altercation** - an angry disagreement or dispute marked by vigorous expression or profound emotion, passion or conviction.
- E. **Verbal Violence** - involves verbal threats against people or property or abusive verbal outbursts.
  - 1. “Verbal acts of violence against people” - include making threats of bodily harm or verbal tirades in which human sensitivities are offended.
  - 2. “Verbal acts of violence against property” - are primarily threats to damage something, such as making bomb threats.
- F. **Visual Violence** - includes making bodily gestures that are threatening or abusive to people.
  - 1. “Visual acts of violence against people” - include ugly facial grimaces that are intended to threaten and are using hand, finger or other gesture across the throat connoting cutting someone’s throat.
- G. **Written Violence** - include using a written medium to threaten property or to threaten to abuse people.
  - 1. “Written acts of violence against people” - include writing notes or letters that threaten people with acts of violence or distributing cartoons that viciously ridicule a person.
  - 2. “Written acts of violence against property” - primarily consists of writing notes or letters, either anonymously or not, which threaten to sabotage, destroy or render useless equipment or other property.
- H. **Aggressor** - one that engages in the initiation of violence.
- I. **Victim** - one harmed by or made to suffer from an act of violence.
- J. **Perpetrator** - one found to be guilty of involvement in violence.

**V. PROHIBITED CONDUCT AND DISCIPLINE**

- A. All violence is prohibited on Company premises.
- B. Violence of any nature will not be tolerated in the workplace.
- C. Perpetrators will be subjected to disciplinary action up to and including termination of employment and criminal penalties or both.

**VI. REPORTING WORKPLACE VIOLENCE**

- A. Any employee who observes or experiences an act of violence by anyone on company premises, whether he or she is an employee or not, should report it immediately to a supervisor.
- B. Supervisors who receive such reports of violence should seek advice from one of the individuals listed below regarding investigating the incident and initiating appropriate action.

Human Resource Manager	Main Office	361-884-4906
Safety Director	Main Office	361-884-4906
Managing Partner	Chip Hough	361-438-6655

## **VII. ACTIONS TO BE TAKEN IN THE EVENT OF WORKPLACE VIOLENCE**

- A. Physical Violence
  - 1. Summons Security to contain the aggressor and escort the aggressor off the premises.
  - 2. Care for the injured, if necessary
  - 3. If possible, inform involved employee(s):
    - a. That an investigation will be conducted
    - b. That every attempt will be made to contact all parties to provide details of the incident.
    - c. That until such time that the investigation is complete they are not to report to work.
  - 4. Contact the Safety Department to conduct an investigation.
- B. All Other Acts of Violence
  - 1. If necessary, summons Security to stop the violence before it turns to physical violence.
  - 2. Contact the Safety Department to conduct an investigation.

## **VIII. INVESTIGATION PROCEDURES**

- A. All investigations will be conducted as prescribed by the Safety Director.