

<b>Hawkeye Area Community Action Program, Inc.</b> <b>Policy &amp; Procedure</b>	Policy # 513
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<b>Workplace Violence</b>	Effective: January 27, 2011
	Revised: September 22, 2016
APPROVED BY: HACAP's Board of Directors	

### **Policy Statement**

HACAP is committed to preventing workplace violence and to maintaining a safe work environment. HACAP has adopted the following guidelines, which applies to all employees, to deal with intimidation, harassment, or other threats or actual violence that may occur onsite or offsite during work-related activities.

### **Standard Operating Procedure**

All employees, clients, vendors, and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Conduct that threatens intimidates or coerces another employee, client, vendor, or business associate will not be tolerated. HACAP resources may not be used to threaten, stalk or harass anyone at or outside the workplace. HACAP treats threats coming from an abusive personal relationship as it does other forms of violence.

Employees are prohibited from possessing any dangerous weapon while engaged in HACAP business or on HACAP property or premises. A dangerous weapon is defined as any instrument or device designed primarily for the use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the individual intends to inflict death or injury and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include, but are not limited to, any offensive weapon, pistol, revolver, or other firearms, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. (Iowa Code section 702.7).

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, a member of Human Resources or a member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident. In the event of a situation requiring immediate intervention by law enforcement, 911 or the appropriate law enforcement agency should be contacted immediately.

Any employee who has a legal protective or restraining order which lists HACAP-owned or leased premises as a protected area is required to provide their agency designee with a copy of such order.

Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution.

### **Target Audience**

All Hawkeye Area Community Action Program, Inc. employees

### **Process Manager**

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.