



The Center for Family and Child Enrichment
"Cherishing Our Children Since 1977"
Operational Policies and Procedures

Policy #: 1.02

Section: HR 1

Subject: Harassment & Violence in the Work Place

Note: Workplace violence is defined as any physical or verbal assault, threatening behavior, or verbal abuse occurring in the work setting. This includes, but is not limited to, beating, stabbing, shooting, suicides, rape and psychological traumas such as stalking, intimidation, threats (direct or indirect), and swearing with the result or provocation or fear.

This procedure applies to employees (part-time, full-time, permanent or temporary individuals) that are actively performing duties defined and controlled by CFCE. The so called violence may be by an employee against another employee or visitors and clients at the workplace, or vice versa.

Purpose: To ensure the safety, protection, prevention and dealing with workplace violence on all employees, clients and visitors at CFCE offices and facilities.

Policy: It is the policy of CFCE to maintain a safe and secure work environment free from threats, intimidation, physical and verbal abusive behavior as well as violence. CFCE will not tolerate acts of violence, threats, aggressive behavior and harassment that could lead to violence. Types of actions mentioned above will create fear and disruption, and negatively impact employee security, morale and productivity.

Procedure:

- (a) All safety procedures involving workplace security will be communicated and understood by all employees. Each individual is responsible for using safe work practices, following all directives and assisting in maintaining a safe and secure work environment.
- (b) All employees are mandated to conduct themselves in a professional manner and not engage in conduct that may provoke an unsafe work environment.
- (c) Any violation by individuals while in the workplace should be investigated.
 - Visiting the incident scene as soon as possible.
 - Interviewing threatened or injured employee(s) and witness (es).
- (d) It is the responsibility of all unit directors, managers and supervisors to act on violations of policy. They are expected to intervene in ways that will diffuse or resolve conflicts, and to report alleged violations to the administrative authority.
- (e) Consequences of Violation:
If assessment and investigation supports allegations of workplace policy violations, appropriate disciplinary action up to, and including termination may be administered.

Confidentiality:

CFCE will make a good faith effort to respect the confidentiality concerns of individuals who report suspected violations or who are potential victims of workplace violence.