



## Policy and Procedure # 646

### Workplace Violence Prevention/Weapon Possession

Approval: \_\_\_\_\_ Effective Date: 5/10/24

#### POLICY:

EFI is committed to preventing workplace violence and to maintaining a safe work environment. Violence, arguing or fighting, for any reason, involving on-duty employees will not be tolerated. EFI broadly defines arguing, fighting and violent tendencies to include name calling, shouting, physically harming another, shoving, pushing, harassing, intimidation, animal abuse, deliberate property damage, coercion, brandishing of weapons and threats or talk of violence.

EFI will not tolerate employees being in the possession of any weapons, including weapons transported in any employee vehicles, either inside the workplace or in the parking area. For the purpose of this policy, weapons shall include, but are not limited to; firearms, explosive devices, bow and arrows and knives.

#### PROCEDURE:

All employees, including Supervisors, Directors, and Executive Director and Board members shall 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. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of EFI.

1. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by vendors, clients, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.
2. Conduct that threatens, intimidates, or coerces another employee, a client or vendor or a member of the public will not be tolerated. This includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.
3. EFI employees must report any weapons or incidents immediately to their direct supervisor, human resources and or ED. Those found to be possession of weapons shall be subjected to corrective action up to and including termination



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4. All suspicious individuals or activities should also be reported as soon as possible to a supervisor, human resources and or ED. Do not place yourself in harm's way. If you see or hear a commotion or disturbance near your office, do not try to intercede or see what is happening.
5. In the event an employee is involved in a relationship and is in fear of their well-being, they will inform their supervisor who the person is and the ED will be informed of the situation, for the safety of such employee along with the safety of the Kimbel building. The employee will be encouraged to file a police report.
6. In the event a person threatening harm enters the Kimbel building or any Supported Living Home when it is safe, call 911.
7. EFI will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of and EFI employee making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, EFI may suspend employees, either with or without pay, pending investigation.
8. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines may be subjected to prompt corrective action up to and including termination of employment.
9. EFI encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department and the ED before the situation escalates into potential violence. EFI is eager to assist in the resolution of employee disputes, and will not use corrective action when employees raise such concerns.