



**HEKTOEN INSTITUTE LLC
POLICY & PROCEDURES FORM**

POLICY TITLE: WORKPLACE VIOLENCE PREVENTION

POLICY NUMBER: 00021

REVIEWED & REVISED: 05/01/2012

POLICY:

Given the increasing violence in society in general, the following policy has been adopted to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on our premises.

EMPLOYEES AFFECTED: All HEKTOEN Staff

PROCEDURES:

Employees are expected to refrain from fighting, "horseplay", or other conduct which may be dangerous to others. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. All threats of (or actual) violence should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, customers, vendors, solicitors, or other members of the public. All suspicious individuals or activities should be reported as well. Do not put yourself in peril. Do not try to intercede. Hektoen will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the person making the report will be protected as much as possible. In order to maintain safety, Hektoen may suspend employees, either with or without pay, pending investigation.

Approved by:  Date: 4/10/12

Job Title: Administrator