

Policy 8.23

POLICY TITLE: WORKPLACE VIOLENCE	POLICY #8.23	
Topic Area: HUMAN RESOURCES	Page 1 of 2	REVIEW DATES
Applies to: LRE Employees	ISSUED BY: Chief Executive Officer	
Developed and Maintained by: LRE CEO, LRE HR Coordinator	APPROVED BY: Board of Directors	
Supersedes: N/A	Effective Date: 5/17/18	Revised Date:

I. POLICY

- A. Lakeshore Regional Entity (LRE) is committed to preventing workplace violence and to maintaining a safe work environment. Conduct that threatens, intimidates, or coerces another employee, a consumer, or a member of the public, whether verbal or physical, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, sexual orientation or any characteristic protected by federal, state, or local law.
- B. Employees shall refrain from verbal intimidation, 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 LRE unless properly authorized under the law (such as police officers).
- C. While, in accordance with [the State of Michigan Concealed Weapons Act 381](#) (effective July 1, 2001), LRE may not prohibit an employee from applying for or receiving a license to carry a concealed weapon. However, LRE is legally authorized and therefore prohibit any employee from carrying a concealed weapon, on or off LRE premises while working or representing LRE.
- D. Employees should promptly inform Human Resources (HR) of any protective or restraining order that they have obtained that especially lists the workplace as a protected area. Providing a photograph, vehicle identification and any other helpful information is key in this communication. This will only be shared with the necessary people.

II. PURPOSE

To define workplace violence and provide guidance for employee reporting to maintain a work environment that is free of violence or the threat of violence.

III. APPLICABILITY AND RESPONSIBILITY: All staff members, volunteers, interns and visitors of LRE.

IV. MONITORING AND REVIEW

The LRE shall review at least annually, and as necessary, to maintain an adequate and acceptable standard of compliance and oversight as a Prepaid Inpatient Health Plan.

V. REQUIRED BY

Occupational Safety and Health Act of 1970

VI. PROCEDURES

- A. All threats or commission of violence, both direct and indirect, as well as suspicious individuals and activities must be reported as soon as possible to your immediate supervisor or any other available member of management. This includes threats by employees, as well as threats by consumers, vendors, contractors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.
- B. An employee confronted with a potential situation involving violence while working offsite, will make a serious attempt to retreat from the situation and report to their supervisor or Chief as soon as possible, and/or call 9-1-1 if the situation warrants.
- C. All incidents must be documented on the Incident Investigation Report form.

VII. ENFORCEMENT

- A. LRE will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. This policy shall be enforced by the Chief Executive Officer, management and supervisors of LRE. The identity of the individual making a report will be protected as much as is practical.
- B. LRE encourages employees to bring their disputes or differences with other employees to the attention of their supervisor or HR before the situation escalates into potential violence. LRE is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.
- C. In order to maintain workplace safety and the integrity of its investigation, LRE may suspend employees, either with or without pay, pending investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

VIII. RELATED POLICIES AND PROCEDURES

- 8.3 Discrimination and Harassment Free Workplace
- 8.2 Equal Employment Opportunity and Non-Discrimination
- 8.15 Emergency and Safety Plan
- 8.17 Accident and Injury Reporting