

<b>PROCEDURE # 8.23a</b>	<b>EFFECTIVE DATE</b>	<b>REVISED DATE</b>
<b>TITLE:           REPORTING WORKPLACE VIOLENCE</b>	5/17/2018	
<b><u>ATTACHMENT TO</u></b>	<b>REVIEW DATES</b>	
<b>POLICY #:       8.23</b>	7/31/25	
<b>POLICY TITLE: WORKPLACE VIOLENCE</b>		
<b>CHAPTER:      HUMAN RESOURCES</b>		

**I. PURPOSE**

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

**II. PROCEDURES**

- A. All threats or commission of violence, both direct and indirect, and suspicious individuals and activities must be reported as soon as possible to the employee's immediate supervisor or other available member of management. This includes threats by employees, 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 level executive 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.
- D. 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.
- E. 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.
- F. 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.

**III. CHANGE LOG**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
7/31/25	<b>NEW</b> – Language removed from Policy	Human Resources