**HCI Workforce Violence Safety Policy**

**Basic Policy**

It is the goal of the HCI to have a workplace free from acts or threats of violence. If violent threats or acts occur, HCI will respond to mitigate the situation. To this end, HCI seeks to provide a safe work environment to the full extent of the law. This statement shall not be construed to create an obligation on the part of HCI to take action beyond what is required by law.

**Broad Policy**

The safety and security of HCI employees and assets is of utmost importance. Therefore, threats or violent acts, including harassment, intimidation and coercion affecting HCI personnel or property will not be tolerated. It does not matter where the threat or violent act occurs. If HCI has a business interest with other parties, threats or violence will not be tolerated. HCI seeks to provide a safe workplace, as required by law, and does not intend to create an obligation on the part of HCI to take any action beyond those required by law.

Our definition of workplace violence is:

* Words or actions harming someone or creating an adverse or hostile work environment.
* Workplace violence is conduct that is offensive or causes and individual to fear for their personal safety, for the safety of friends and family or property.
* Employment conditions that have been altered in ways that create an adverse, hostile, abusive or intimidating work environment for one or several employees.

The prohibition against threats or violent acts as described above applies to all persons involved in HCI business. This includes, but is not limited to the following:

* HCI personnel
* Contract and temporary employees
* Non-employees on HCI property or acting on behalf of HCI

Violations of this policy will lead to disciplinary and/or legal actions as appropriate.

HCI will make the sole determination of whether and to what extent threats or violent acts will be acted upon. In making that determination, HCI may undertake a case by case analysis to determine whether there is a reasonable basis that workplace violence has occurred.

**Workplace Violence Policy**

It is the purpose of this policy to communicate to all employees that this organization will take a proactive stance to ensure a safe working environment for all employees. It is every employee’s responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected to report these incidents that constitute violence. Examples of workplace incidents which will not be tolerated:

* Threats or violent acts occurring on HCI premises, regardless of the relationship between HCI and the parties involved.
* Threats or violent acts occurring off HCI premises, involving someone acting in the capacity of a HCI representative.
* Threats or violent acts occurring off HCI premises involving an employee of HCI if the threat or violent acts affects the business interests of HCI.
* Threats or violent acts occurring off HCI premises of which an employee of HCI is a victim. If HCI determines the incident may lead to a threat or violent act on HCI property, action will be taken as well.
* Threats or violent acts resulting in the conviction of an employee, an agent of HCI or an individual service on a contract or temporary basis. The conviction shall directly relate to the threat or violent act which adversely affects the legitimate business interests of HCI.

Examples of conduct which may be considered threatening or violent under this policy include, but are not limited to:

* Threatening physical or aggressive contact toward another individual.
* Threats of harm to an individual, their family, friends or property.
* Intentional or threat of destruction of HCI or other property in the custody of HCI.
* Harassing or threatening phone calls, letters or memos, voice mail and e-mail messages.
* Unauthorized surveillance and stalking.
* Veiled threats of physical harm.
* Unauthorized possession of weapons on HCI property (including parking areas, and personal lockers, etc.)
* Endorsing or communicating inappropriate use of firearms and other weapons.

HCI has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously and will lead to discipline, up to and including termination. Possession of non-work related weapons on company premises and at company-sponsored events shall constitute a threat of violence. A threat shall also include, but not be limited to, any indication of intent to harm a person or damage company property. Threats may be direct or indirect, and the may be communicated verbally or nonverbally.

The following are examples of threats and acts that are considered violent:

* Saying, “Do you want to see your next birthday?” ( an indirect threat )
* Writing, “Employees who kill their supervisors have the ‘right idea.’ ( an indirect threat )
* Saying, “I’m going to punch your lights out.” ( a direct threat )
* Making a hitting motion or obscene gesture. ( a nonverbal threat )
* Displaying weapons. ( an extreme threat )
* Stalking or otherwise forcing undue attention on someone, whether romantic or hostile. (an extreme threat)
* Taking actions likely to cause bodily harm or property damage. ( acts of violence )

Workplace violence does not refer to occasional comments of a socially acceptable nature. Examples of such comments may relate to legitimate sporting activities, popular entertainment or current events. The policy does however; refer to behavior personal offensive, hostile, threatening or aggressive.

Any person who engages in a violent act on HCI property will be removed from the premises as quickly and safely as possible. The perpetrator will, at our discretion, remain off HCI premises pending the outcome of an investigation. Once a threat of violent act has been substantiated, it is our policy to put the perpetrator on notice, making them accountable for their actions.

It is the responsibility of all employees to inform HR or other designee of a Protective or Restraining Orders they have obtained, include a phot of the person of concern.

When the threat of a violent act occurs by an employee, HCI will use, at our discretion, external, professional resources to determine appropriate disciplinary consequences, medical evaluations or termination. Follow through will be timely and decisive regarding appropriate actions.

Under this policy, HCI will make decisions to prevent a threat or violent act from developing or occurring. No existing HCI policy or procedure should be interpreted in a manner preventing an intervention strategy.