



## **SAFETY ALERT**

### *Workplace Violence Prevention*

Workplace violence is violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats, intimidation, and verbal abuse to physical assaults.

Any potentially dangerous situation, including threats by co-workers, should be reported immediately to the supervisor at your office or to the Human Resources Department.

A few guidelines to follow to ensure the safety of employees and others before any workplace violence occurs:

- Be aware of the company's zero-tolerance for workplace violence and harassment.
- Firearms or other dangerous weapons are prohibited in the workplace.
- Avoid potential conflicts by allowing them to escalate and turn into acts of violence or harassment.
- Report any threatening behavior and be alert for other signs of aggression or violent behavior.
- Learn how to recognize, avoid or diffuse potentially violent situations.
- When an issue arises, stay calm, do not provoke the aggressor and do not raise your voice.
- Alert supervisors, or Human Resources to any concerns about safety or security.
- Communicate workplace issues so any misunderstandings can be clarified and tensions diffused.
- Be aware and take particular note if there is a change in a co-worker's behavior pattern.

**IF YOU SEE SOMETHING, SAY SOMETHING. Trust your instincts.**

Nothing is more important than your Personal Safety!

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