

Advanced Heart and Vascular Center			
Policies and Procedures			
Policy Code: HR.005		Workplace Violence	
Approved By: Sandra Germany, Administrator	Effective Date: 09/24	Review Date: 05/26	Revision Date:

PURPOSE

To promote a safe work environment and reduce the risk of violence, threats, or harassment in the workplace, ensuring everyone's safety and well-being. Advanced Heart and Vascular Center is committed to maintaining a safe and secure work environment for all employees, patients, and visitors.

POLICY

Advanced Heart and Vascular Center ("AHVC") has zero-tolerance for workplace violence. All acts of violence or threats against any staff, visitor, or patient will be treated seriously and are to be reported immediately. AHVC commits to investigate violence, respond to incidents, and support victims of violent acts.

PROCEDURE

A. Definitions

- Workplace violence: Any act or threat of physical violence, harassment, intimidation, or other threatening behavior that causes an employee to feel unsafe. It ranges from threats and verbal abuse to physical assaults and even homicide. It can affect and involve employees, patients, and visitors. (US Department of Labor, Occupational Safety and Health Administration)
- Workplace: For the purposes of this policy a workplace may be any location (either permanent or temporary) where an associate (employee) performs any work-related duty.

B. Response to violent and threatening behavior

- AHVC has zero-tolerance for workplace violence. Any such behavior will trigger appropriate disciplinary action, up to and including termination and criminal charges.
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- All threats of violent episodes will be taken seriously and should be reported immediately to an administrator.

- AHVC will take proactive measures to minimize risk, provide support to those affected, and take appropriate action against anyone who engages in violent or threatening behavior.
- Employees who witness or suspect violence, or are a victim of violence, can report an administrator. AHVC will investigate quickly and discreetly when applicable. We aim to protect victims from harassment and victimization.
- Response to work place violence will include: de-escalation, reporting, investigation, and monitoring and follow-up actions as determined by the administrator.

REFERNECES

<https://www.osha.gov/workplace-violence>