

## Violence in the Workplace Policy

The SOA is committed to taking steps to prevent workplace violence and to maintaining a safe work environment. It has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises or at any event attended on behalf of SOA.

### Guidelines:

1. Conduct that threatens or intimidates employees or other SOA-affiliated persons is not tolerated. This includes acts of violence, indirect or direct threats that are verbal or written, and any harassment that is prohibited by federal, state or local law.
2. All threats of (or actual) violence, both direct and indirect, must be reported immediately to your supervisor or any other member of management, Human Resources, the Deputy Executive Director, or Executive Director. This includes threats by SOA employees, temporary workers, candidates, volunteers, board members, other SOA members, visitors, vendors and any other person with whom the SOA conducts business. When reporting a threat, the employee should be as specific and detailed as possible. Human Resources will conduct an investigation, and involve managers or the authorities as appropriate. Any communication, such as e-mail or voice-mail, relating to such a threat should be retained and provided to Human Resources. All reports of work-related threats will be kept confidential to the extent possible and investigated. Your failure to report or fully cooperate in SOA's investigation could result in discipline up to and including termination.

SOA encourages employees to bring situations involving potential violence to the attention of those individuals indicated above before the situation escalates. SOA is eager to assist in the resolution of employee disputes and will not retaliate against employees for raising good faith concerns.

3. Employees who believe they are in imminent danger (e.g., receives a bomb threat, a threatening visitor, etc.) should:
  - Immediately dial 911 for the local police or push the panic button if they are at the front desk.
  - Report the incident to the Executive Director, Deputy Executive Director or Director of Human Resources.

Employees should not engage in either physical or verbal confrontation with a potentially violent individual.

4. Possession of a weapon on SOA premises or while conducting SOA business is strictly prohibited.
5. Any employee determined to be responsible for threats of (or actual) violence or other conduct that violates this policy will be subject to prompt disciplinary action up to and including termination.