

Workplace Violence Policy & Response

QUICK REFERENCE GUIDE

Health and Human Services Business Center



SARASOTA COUNTY
“Dedicated to Quality Service”

POLICY

The Health & Human Services Business Center recognizes the need for a violence-free work environment for all employees, volunteers, customers/clients and visitors. The Business Center is committed to maintaining a workplace which does not condone, permit or tolerate any form of violence including: verbal and physical threats, abuse, assault, battery, domestic violence, sexual harassment including any acts, behaviors or comments that are hostile, intimidating in nature or cause emotional injury. Employees who experience or observe threats or acts of violence, either physical or verbal, must immediately report the incident(s) to their supervisor or office designee. Employees found to have violated this policy shall be subject to corrective action up to and including termination of employment.

RESPONSE

Situation	Example	Action
EMERGENCIES	Immediate threat to life or bodily injury.	Call 9 1 1 <i>(You may have to dial “9” first to get an outside line)</i>
VOLATILE SITUATIONS	aggressive behavior, hostile arguments, shouting, threats, fighting, throwing objects	Call your supervisor or manager.
OTHER SIGNIFICANT INCIDENTS	stalking, domestic violence, verbal abuse, harassment, intimidating behavior, belittling, profanity, cursing	Call your supervisor, manager or designated person in charge.

In all cases, try to remove yourself from the situation as quickly and quietly as possible.

When in doubt, call 9 1 1. Your safety comes first!