


Category:	Workplace	INCA Community Services Personnel Policy 
Sub Category:	Health and Safety	
Effective Date:	2/19	
Revised Date:		
Forms:		
Responsible: Human Resource Director, Supervisor, Program Directors		
Workplace Violence Policy		
Purpose/Introduction		
INCA Community Service, Inc. provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees shall review and understand all provisions of this workplace violence policy.		
Policy		
INCA does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. INCA considers workplace violence unacceptable and will not tolerate it under any circumstances. Workplace violence includes but is not limited to repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. These types of behaviors are strictly prohibited and violates INCA's Code of Ethics.		
Examples of Prohibited Behaviors		
<ul style="list-style-type: none"> ● Causing physical injury to another person. ● Making threatening remarks. ● Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress. ● Intentionally damaging employer property or property of another employee. ● Possessing a weapon while on company property or while on company business. ● Committing acts motivated by, or related to, sexual harassment or domestic violence ● Any other threatening, violent, or aggressive demeanor not listed. 		
Reporting Procedures		
Any potentially dangerous situations must be immediately reported to a supervisor or the human resource department. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. INCA will actively intervene at any indication of a possibly hostile or violent situation.		
Risk Reduction Measures		

Hiring: The Human Resource Director and/or Program Directors take reasonable measures to conduct background investigations to review candidates' backgrounds and to reduce the risk of hiring individuals with a history of violent behavior. ([See Criminal Reference Check Policy](#))

Individual Situations: INCA does not expect employees to be skilled at identifying potentially dangerous persons but employees are expected to exercise good judgement and to inform the supervisor on site if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace.
- Displaying overt signs of extreme stress, resentment, hostility, or anger.
- Making threatening remarks.
- Showing sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

Dangerous/Emergency Situations

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, employees should cooperate and follow the instructions given.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.