

14.08 Violence in the Workplace

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to ensure the safety and security of its employees.

Procedure:

Any person who makes substantial threats, exhibits threatening behavior or engages in violent acts at Goodwill sponsored event, function or worksite shall be removed from the premises as quickly and safely as possible. The perpetrator shall be restricted from entering any Goodwill leased or owned property pending the outcome of an investigation. Pursuant to investigation findings, Goodwill will take appropriate action, including, but not limited to, suspension and/or termination of any business relationship, worksite transfer, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

No existing Goodwill policy, practice or procedure should be interpreted as a prohibition against actions intended to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

Goodwill personnel are responsible for notifying the Director of Facilities of any threat which they have witnessed, received or have knowledge of another person witnessing or receiving. In the absence of an actual verbal threat, personnel should also report any behavior which they regard as threatening or violent, whenever the behavior is job related or might be carried out on a company controlled site or, is connected in any way to company employment. Employees are responsible for reporting such incidents, regardless of the relationship between the perpetrator and the recipient. If the Director of Facilities is not available, personnel should report the threat to their supervisor or another member of senior management. Incidents shall be documented using Log Notes and/or an Incident Report.

All individuals who apply for or obtain a protective or restraining order which lists company locations as protected areas, must provide the Director of Facilities a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

Goodwill understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s).