



## WORKPLACE VIOLENCE PREVENTION POLICY

Sunshine Village is committed to preventing workplace violence and to maintaining a safe work environment for all employees. Sunshine Village has adopted the following guidelines to deal with intimidation, harassment or other threats of or actual violence that may occur onsite or offsite during work-related activities.

**Prohibited Conduct:** All employees, customers, vendors and business associates should be treated with courtesy and respect at all times. The following list of behaviors, while not inclusive, provides examples of conduct that will not be tolerated:

- Fighting, “horseplay” causing physical injury to another person or other conduct that may be dangerous to others
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another person to emotional distress
- Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate in a manner that would make the individual feel unsafe
- Use of Sunshine Village resources to threaten, stalk or harass anyone at or outside the workplace
- Intentionally damaging employer property or property of another employee
- Possession of a weapon while on company property or while on company business
- Committing acts motivated by or related to sexual harassment or domestic violence

**Reporting:** Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, human resources (HR) member of the Sunshine Village threat management team or any member of senior management.

When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees are encouraged to report safety concerns with regard to intimate partner violence and should promptly inform the HR department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Sunshine Village will not retaliate against employees making good-faith reports. Sunshine Village is committed to supporting victims of intimate partner violence by providing referrals to the company’s employee assistance program and community resources, and providing time off for reasons related to intimate partner violence.

**Investigations and Enforcement:** Sunshine Village will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Sunshine Village will not retaliate against employees making good-faith reports of violence, threats, or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation Sunshine Village may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation. Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

Sunshine Village encourages employees to bring their disputes to the attention of their supervisors or the HR department before the situation escalates. Sunshine Village will not discipline employees for raising such concerns.

To ensure a safe workplace and to reduce the risk of violence, all employees are prohibited from making threats or engaging in violent activities. All complaints will be treated as serious violations of Sunshine Village's policy and investigated accordingly. It is management's responsibility to demonstrate that the Agency is serious about prohibiting and preventing violence in the workplace.

If a Manager/Supervisor becomes aware of any action, behavior, or perceived threat that may violate this policy, she/he is responsible for immediately contacting the Human Resources Director.

This policy prohibits retaliation against anyone who brings complaints of violence, intimidating behavior, or who helps in investigating complaints.