WORKPLACE VIOLENCE PREVENTION POLICY

The Archdiocese and its Affiliates (defined as any entity that is subject to the administrative authority of the Archbishop of Cincinnati under Canon Law) are committed to providing a safe workplace environment and protecting the safety of our employees, volunteers, the public, and our operations. Prevention of violence in the workplace is a goal and responsibility that we all share.

Aggressive or violent behavior, threats, harassment, stalking, bullying, verbal or physical abuse and other hostile or destructive acts are prohibited by the Archdiocese of Cincinnati. The Chancellor of the Archdiocese of Cincinnati and the Safety Administrator at each entity will promptly respond to reports of threats and concerns of employees, volunteers, visitors and other individuals. The Archdiocese of Cincinnati and its Affiliates have adopted a "zero tolerance" toward acts of violence, harassment (see Archdiocese's "Harassment" policy), and threatening behaviors.

Definition

Work-related violence is defined as incidents where people are abused, threatened or assaulted in circumstances relating to their work, involving an explicit or implicit challenge to their safety, well-being or health. This definition establishes violence as a behavior with the potential to cause harm. There are four types of work-related violence:

- Non-physical violence (intimidation, insulting, spreading false rumors, silent treatment, abuse, threats, vandalism, theft, etc.)
- Physical violence (punching, kicking, pushing, etc.)
- Aggravated physical violence (use of weapons, e.g., guns, knives, syringes, pieces of furniture, bottles, glasses, etc. - see Archdiocese's "Weapons in the Workplace" policy)
- Domestic violence (perpetrated by individuals outside of the organization who maintain an abusive relationship with an employee/volunteer, e.g. household members, dating partners, relatives or acquaintances)

Responsibility

All employees/volunteers are responsible for reporting threats and incidents of violence in the workplace to the Chancellor/Safety Administrator. It is the responsibility of the Chancellor/Safety Administrator to promptly respond to such reports.

Procedure

A. **Reporting a Crisis**: If you believe there is an immediate threat to your own safety or the safety of another person, call 911. Then call the Chancellor/Safety Administrator immediately. The telephone number of the Chancellor is 513-421-3131 x3342 (if after hours, call 513-768-3303). It is the responsibility of the Chancellor/Safety Administrator to call the local police.

B. **Reporting other Threats and Concerns:** If you have been threatened at work or are concerned about another employee/volunteer or a potentially violent situation, you must call the Chancellor/Safety Administrator and, if appropriate, also call 911. Reports will be investigated promptly. If it is determined that the employee is unfit for duty, a medical examination may be required in accordance with the Fit for Duty Policy. After an investigation, the Chancellor/Safety Administrator will determine the need for disciplinary action regarding an employee/volunteer in consultation with the Department of Human Resources of the Archdiocese of Cincinnati. If you are involved in a domestic violence situation, the Chancellor/Safety Administrator will provide information and referral help to resources in the community.

C. **Dealing with a potentially violent individual:**

While employees/volunteers are not expected to be skilled at identifying potentially dangerous persons, they are expected to exercise good judgment and to inform the Chancellor/Safety Administrator or any other member of management, including the Human Resources Department of the Archdiocese of Cincinnati, if any employee, volunteer, or other individual in the workplace exhibits behavior which could be a sign of a potentially dangerous/violent situation. Such behavior may include: discussing weapons or bringing them to the workplace; displaying overt signs of extreme stress, resentment, hostility or anger; making threatening remarks; displaying irrational or inappropriate behavior. Employees/volunteers should not place themselves in peril and should call 911 if appropriate.

Searches

The Archdiocese and its affiliates reserve the right to search employee/volunteer/visitor property (e.g., lockers, personal belongings, such as purses, bags and lunch boxes, and cars parked on Archdiocesan property) when there are reasonable grounds to support that illegal and/or unauthorized articles are present and there is reasonable suspicion that a violation of this policy has occurred. With permission of the employee/volunteer/visitor and in their presence, searches will be conducted by the Chancellor/Safety Administrator. Refusal to allow a requested search will result in the employee/volunteer/visitor's removal from the Archdiocesan/Affiliate property and disciplinary action, which may include termination or removal from a volunteer position. Illegal and/or unauthorized articles discovered in a search will be taken into custody and will be turned over to proper law enforcement authorities.

Discipline

An employee found to be in violation of this policy would be subject to disciplinary action, which may include termination. A volunteer found to be in violation of this policy may be removed from their volunteer position. A visitor found to be in violation of this policy may be removed from the property and barred from future entry. In addition, the employee/volunteer/visitor may be subject to arrest and criminal prosecution for any violation of the law.

Modification

The Archdiocese of Cincinnati and its Affiliates reserve the right to unilaterally modify this policy and procedure at any time. Any exception must have the approval of the Department Directors and be coordinated with Human Resources.

Other Policies

This policy does not replace or supersede policies dealing with violence prevention in other contexts, e.g. the Decree on Child Protection, Harassment policy, student-related violence prevention policies, etc.