

HIGH POINTE SURGERY CENTER WORKPLACE VIOLENCE POLICY

PURPOSE:

The purpose of this policy is to communicate the policy of High Pointe Surgery Center (“Center”) regarding Workplace Violence.

SCOPE:

The scope of this policy applies to all employees of the Center, including temporary employees employed by an outside agency, independent contractors and persons employed by contractors working at High Pointe Surgery Center.

POLICY:

As an employer, High Pointe Surgery Center is concerned and committed to providing a safe and healthy work environment for employees, customers and visitors. The Center mandates a “zero tolerance for violence” environment and will make every effort to prevent violent incidents from occurring. Employees who engage in violent acts or behavior that threatens the safety of employees or visitors in the workplace may be subject to immediate disciplinary action, up to and including termination. The Center specifically prohibits the following activities:

- Any act or threat of violence, made by an employee against an employee, contractor, vendor, visitor, or others in the workplace.
- Intentionally damaging employer property or property of another employee.
- Possessing or using any firearm, weapon or other dangerous or hazardous devices, concealed or otherwise, or substances on the premises of Center or while conducting Center business.

Any person who engages in, or threatens to engage in, violent acts will be removed from the premises as soon as safety permits and shall remain off Center premises pending the outcome of any investigation.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Site Manager, Department Manager or Human Resources Manager or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. Reports of any threats should be as specific and detailed as possible.

**SECTION: A-ADMINISTRATION
POLICY: 24-WORKPLACE VIOLENCE
HR POLICY 21A**

All suspicious individuals or activities should also be reported as soon as possible to the Site Manager, Department Manager or Human Resources Manager. Do not place yourself in peril. If you see or hear a commotion or disturbance near you, do not try to intercede.

Employees shall not be retaliated against for making a good faith report of behavior contrary to this policy.

High Pointe Surgery Center encourages employees to bring their disputes or differences with other employees to the attention of the Site Manager, Department Manager, or Human Resources Manager before the situation escalates into potential violence.

Medical Director

Date