

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Rules of Conduct**  
**Section 505 – Workplace Violence Prevention**

**1. General Information**

- a. To provide the best possible work environment, the Partnership for Children of Cumberland County, Inc. (PFC) expects employees to follow rules of conduct that will protect the interests and safety of all employees, visitors and the organization.
- b. PFC is committed to preventing workplace violence and to maintaining a safe work environment. PFC has adopted the following policies to deal with intimidation, harassment or other threats of (or actual) violence that may occur during business hours or on its premises.

**2. Policies**

- a. All employees, including temporary staff, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others.
- b. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of PFC.
- c. Conduct that threatens, intimidates or coerces another employee or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, or any characteristic protected by federal, state, or local law.
- d. In the event of an incident involving either employees or visitors to PFC, a member of management should be notified immediately. If the incident involves one or more employees, the employee’s supervisor should be notified as soon as possible. If it is perceived that there is a potential threat of physical harm to anyone, local law enforcement agencies should be contacted immediately.
- e. In furtherance of this policy, employees have a “duty to warn” their supervisors or human resources representatives of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. PFC will not condone any form of retaliation against any employee for making a report under this policy.
- f. All instances of workplace violence, whether real or perceived, should be reported to the President.