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|  | <b>Human Resource Policy<br/>Employee Relations &amp;<br/>Workplace Expectations</b> | <b>No. HR.ERW.24</b>   |
|   | <b>Title:<br/><br/>VIOLENCE IN THE WORKPLACE</b>                                     | <b>Page: 2 of 4</b>  |
|   |  | <b>Effective Date: 11-30-18</b>                                  |
|   |  | <b>Retires Policy Dated: 09-27-11</b>                            |
|   |  | <b>Previous Versions Dated: 04-01-10;<br/>01-01-96; 01-01-93</b> |


this policy has occurred. No provision of this policy will alter the at-will nature of employment at the Tenet.

The safety and security of our employees are of vital importance. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect Tenet, or which occur on Tenet property, will not be tolerated from anyone. The prohibition against threats and acts of violence applies to all persons involved in the operation of Tenet and its facilities, including, but not limited to Tenet personnel, contract and temporary workers and anyone else on Tenet property. Violations of this policy, by any individual, will result in corrective action, up to and including termination of employment, and/or legal action as appropriate.

## **V. PROCEDURE:**

### **A. Examples**

1. Examples of workplace violence include, but are not limited to, the following:
  - a. Threats or acts of violence occurring on Tenet premises, regardless of the relationship between the Tenet and the parties involved in the incident.
  - b. Threats or acts of violence occurring off Tenet premises involving someone who is acting in the capacity of a representative of Tenet.
  - c. Threats or acts of violence occurring off Tenet premises involving an employee of the Tenet as a victim if the Tenet determines that the incident may lead to an incident of violence on Tenet premises.
  - d. Threats or acts resulting in the conviction of an employee or agent of Tenet, or of an individual performing service for Tenet on a contract or temporary basis, under any criminal code provisions relating to violence or threats of violence which adversely affect the legitimate business interests of Tenet.
2. Specific examples of conduct which may be considered threats or acts of violence under this policy include, but are not limited to the following:
  - a. Threatening physical or aggressive contact directed toward another individual.
  - b. Threatening an individual or his/her family, friends, associates or property with physical harm.

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- c. The intentional destruction or threat of destruction of Tenet property or another's property.
- d. Harassing or threatening phone calls.
- e. Surveillance.
- f. Stalking.
- g. Veiled threats of physical harm or like intimidation.

**B. Facility Human Resources**

- 1. Consult with employees, supervisors and Administrative staff on all incidents of violence in the workplace to assure fair and impartial application of corrective action policies.
- 2. Consult with Corporate Security and Corporate Legal staff regarding incidents and action to be taken, when necessary, in the event of violence in the workplace.

**C. Supervisor/Manager**

- 1. Make all staff members aware of the policy.
- 2. Abide by the policy in all relationships with employees and others.
- 3. Assign all appropriate staff members to training sessions which prepare staff members to respond to violence in the workplace.
- 4. Report all acts or threats of physical violence to Security staff and Administrative staff as soon as practicable during/following the incident.
- 5. Report all acts or threats of physical violence to governmental agencies as required by law.
- 6. Initiate such corrective action as is deemed appropriate in cooperation with Human Resources and Administrative staff.

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C. Employee

1. Comply with this policy at all times and refrain from acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect the Tenet, or which occur on Tenet property.
2. Report any such acts to his/her immediate supervisor, to Security staff, to Human Resources staff, or to Administrative staff, as appropriate in the situation.

D. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable law.