

Workplace Violence

This Policy

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Replaces Policy

New Policy

Policy:

Wesley Woods Senior Living, Inc., is committed to providing a safe work environment for our employees, customers, patients, residents, visitors, volunteers, vendors and students. WWSL does not tolerate internal or external violence or threats of violence against persons on Wesley Woods or Emory property. Violations of this policy involving an employee will lead to investigation and disciplinary action, which may include suspension, termination, arrest and/or criminal prosecution.

Purpose:

The purpose of this policy is to protect the safety and security of residents, patients, family, visitors, and staff of Wesley Woods Senior Living, Emory Healthcare and Emory University from violence on Wesley Woods property. For purpose of this policy, reference to Wesley Woods includes any and all of its residential facilities. Emory Healthcare includes any and all of its operating units, including Emory Children's Center, Emory Crawford Long Hospital, Emory University Hospital, The Emory Clinic, and Wesley Woods Center.

Definitions:

Violence - any act of physical force with the intent and/or effect of violating, damaging or abusing. Intimidation or violence of any type will not be tolerated. This can include but is not limited to: physical violence (hitting, kicking, beating, sexual assaults, rape, pinching, scratching, twisting, arson, bombings and terrorism) and verbal violence involves unwanted acts or language designed to harm someone (i.e. direct threats, veiled threats or conditional threats).

Threats of violence - a term characterized by one or more of the following:

- a. Verbal threats of physical force.
- b. Physical behavior reasonably considered to be threatening or violent (e.g. hitting, kicking, beating, sexual assaults, rape, pinching, scratching, twisting, arson, bombings and terrorism).
- c. Extreme verbal abuse.
- d. Speech inciting violence.
- e. Destruction of Wesley Woods or Emory Healthcare or personal property.
- f. Possession of a firearm or explosive device.
- g. Displaying or brandishing any weapon (including but not limited to any firearm, knife, explosive device or destructive instrument or offensive weapon of any type).

Intimidation – Direct, veiled or conditionals threats.

Reporting:

All Wesley Woods Senior Living employees must immediately notify their department manager of facility administrator of any violence or threat of violence that they have witnessed or about which they have otherwise learned or suspect. If the appropriate facility or department manager is unavailable, the employee must immediately report the violence or threat of violence to another member of Wesley Wood's leadership.

Employees must report any behavior that they regard as threatening or violent that might be carried out on Wesley Woods or Emory Healthcare property. Wesley Woods Senior Living employees are responsible for making this report regardless of the relationship between the individual who initiated the violence or threat of violence and the person(s) who are victims or targets of the violence or threat of violence.

The person to whom the event is reported will immediately notify the Director of Human Resources, who will see that the matter is thoroughly investigated and where appropriate, corrective action taken. In addition, the law enforcement that provides protection for the location of a potential threat must be immediately notified in any situation in which an individual is believed to be in immediate danger while on Wesley Woods or Emory Healthcare property.

Any employee who becomes aware of any acts of intimidation or violence of an employee by a non-employee should report this to the Administrator and/or Director of Human Resources. The Director of Human Resources is responsible for the investigation of all such incidents. Appropriate action will be taken against non-employees suspected of the intimidation or acts of violence. Appropriate action will be taken against non-employee suspected of acts of intimidation or violence against other non-employees.

Protective or Restraining Orders:

A Wesley Woods Senior Living employee must provide the facility management a copy of any protective or restraining order that he/she obtains if that protective or restraining order lists a Wesley Woods or Emory Healthcare property as being a protected area. The employee should also provide copies of the protective or restraining order to the Human Resources Department and his/her direct supervisor.

Threats, Threatening Behavior or Violent Acts:

Any person who engages in violence or threatens violence on Wesley Woods or Emory Healthcare property will be removed from the premises as quickly as possible, and will be prohibited from returning to Wesley Woods and Emory Healthcare property pending the conclusion of an investigation by Wesley Woods (and, as appropriate Emory Healthcare, including its Public Safety Department) and/or law enforcement personnel. If the person engaging in violence or threatened violence is a Wesley Woods or Emory Healthcare employee, the Emory Healthcare Human Resources Department will be included in the Emory Healthcare investigation, and Emory Healthcare will determine the appropriate level of employment-related disciplinary action (which may include any level of discipline, up to and including employment discharge) to administer to the employee.

Workplace intimidation or violence of employees in connection with their work by non-employees may also be violation of this policy

*Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.
Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources
Last Date Reviewed: 9/01/07 Revised 03/01/2007 Adair Maller, Director Human Resources*