



# WORKPLACE VIOLENCE

## SUMMARY

Job Options, Inc. is committed to a **Zero Tolerance** workplace violence policy. It is the mutual responsibility of management and employees to help prevent violence at work. To do this, you must be alert and be able to identify potentially violent situations. If you do notice a situation or behavior that may lead to violence, **immediately report it to your supervisor or manager.**

Any inappropriate use of the reporting system will be subject to disciplinary action. Any report made in good faith will be accepted and handled in a serious manner.

## TEST YOUR KNOWLEDGE

1. If someone you know outside of work is stalking or threatening you, you should:
  - a) Keep it to yourself
  - b) Inform your supervisor or manager
  - c) Change jobs
  
2. You might be concerned about a co-worker who begins to complain that:
  - a) Everyone is out to get him
  - b) Work is boring
  - c) Raises are too small
  
3. You should always report a co-worker who:
  - a) You don't personally like
  - b) Threatens you with violence
  - c) Likes to party on weekends

4. The best way to calm down an angry person is to yell right back:
  - a) True
  - b) False
  
5. Which of the following is a warning sign that someone may become violent?
  - a) Someone who is heard saying that they want to physically hurt a co-worker
  - b) A co-worker who doesn't like their job.
  - c) A co-worker who complains about the rules
  - d) A co-worker who you don't get along with

Name: \_\_\_\_\_

Date: \_\_\_\_\_