# \*\*\*

\*\*\*

# \*\*\*

\*\*\*

# \*\*\*

\*\*\*

There are 4 types of workplace violence:

• Type 1: Violence committed by a person who has no legitimate business at the office and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

• Type 2: Workplace violence directed at employees by clients, PCs, or other visitors.

• Type 3: Workplace violence against an employee by a present or former employee.

• Type 4: Workplace violence committed in the workplace by a person who does not work at {{ text\_company\_short\_name }}, but has or is known to have had a personal relationship with an employee.

Type 1—

If, at any time, you believe that there is a *credible* threat of Type 1 workplace violence, you are required to immediately notify {{ text\_hr\_person }}.

Type 2—

\*\*

Type 3­—

{{ text\_company\_short\_name }} expects all employees to refrain from committing acts of violence on each other. Such acts of violence include, without limitation: (i) using or threatening to use a weapon against another employee; (ii) hitting, shoving, or otherwise battering another employee; (iii) threatening to harm another employee or his or her family or friends; (iv) threatening to destroy another employee’s personal or real property; or (v) stalking another employee.