

**Violence in the Workplace**

(Applicable to Staff, Board and Volunteers)

The safety and security of all employees is of primary importance at **MFA.** Threats, threatening and abusive behavior, or acts of violence against employees, visitors, clients, or other individuals or their property by anyone on organization property and their off-site locations will not be tolerated. Violations of this policy will lead to corrective action up to, and including, termination and/or referral to appropriate law enforcement agencies for arrest and prosecution.  **MFA** reserves the right to take any necessary legal action to protect its employees.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on **MFA’s** premises shall be removed as quickly as safety permits and shall remain off the organization’s premises until an investigation has been completed. Following the investigation, the organization will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business or employment relationship, reassignment of job duties, and/or criminal prosecution of the person or persons involved.

You are responsible for notifying the **Executive Director** and/or a **Board Member** of any threats that you witness or receive or that you are told another person witnessed or received. Even without a specific threat, you should report any behavior you have witnessed that may be regarded as potentially threatening or violent or which could endanger the health or safety of an employee if the behavior has been carried out on a organization-controlled site or is connected to the organization’s employment or business. You are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. The organization understands the sensitivity of the information requested and will do its utmost to maintain the confidentiality of such information in order to respect the privacy of the reporting employee.