



Working Together Ludlow

to include people with learning difficulties

Date Policy Adopted by the Board of Trustees:	February 2020
Policy Review Date:	February 2022

Violence at Work Policy

Our workplace violence policy aims to acquaint employees and volunteers with what we consider workplace violence and ask them to report early signs or threats.

We want to provide our employees and volunteers with a safe workplace where mutual respect is a given.

We ask everyone to be professional and ethical at work.

This policy applies equally to all employees, volunteers, members, contractors, public visitors, clients and anyone else whom employees come into contact with during work.

“Workplace violence” refers to physical acts of violence or threats to harm a person or property.

Abusive behaviours, whether verbal, psychological or physical, are also considered violence.

More specifically:

- Verbal abuse can be using unwelcome, embarrassing, offensive, threatening or degrading language.
- Psychological abuse is an act which provokes fear or diminishes a person’s dignity or self esteem.
- Sexual abuse is any unwelcome verbal or physical assault.

We can’t always predict violent acts, but we ask staff and team members to be vigilant.

Report any concerns or violent acts to the Chief Executive or Duty Manager as soon as possible.

Examples of violent behaviour include but are not limited to:

- Intimidating or bullying others
- Abusive language
- Physical assault
- Threatening behaviour
- Concealing or using a weapon
- Sexual or racial harassment

Grievance Procedure

Anyone who witnesses or suspects violence, or are victims of violence, can report to the Chief Executive or Chair of Trustees. We will investigate quickly and discreetly. We aim to protect victims from harassment and victimisation.

Disciplinary Consequences

Our charity doesn't tolerate violence of any form. Any such behaviour will trigger appropriate disciplinary action, up to and including termination of employment or membership, removal from boards or committees, as well as potential criminal charges.

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