POLICY

Arbor Rehabilitation has zero tolerance for conduct that threatens, intimidates or coerces employee, patient, resident, client or member of the public at any time while on Arbor Rehabilitation property or while engaged in Arbor Rehabilitation business. Firearms, weapons and other dangerous or hazardous devices or substances are prohibited from the premises. All threats of violence, actual violence or suspicious individuals or activities should be reported as soon as possible to the supervisor or any other member of management.

PROCESS

1. Harassment: This policy includes all acts of harassment that are based on an individual’s sex, race, age or any other characteristic protected by federal, state or local law. (See Harassment.)

2. Response: Employees will be informed during orientation and in an ongoing way of the appropriate protocol for responding to immediate threats of violence, actual violence or suspicious individuals or activities.

3. Investigations: Arbor Rehabilitation will promptly and thoroughly investigate all reports of threats or actual violence or suspicious individuals or activities. The identity of the individual making the report will be protected as much as practical.

4.Suspensions: In order to maintain workplace safety, Arbor Rehabilitation may suspend employees, with or without pay, pending investigation if they are involved in threats or actual violence or suspicious activities.