

Once the situation is secure, cooperate with law enforcement and company personnel as they conduct a follow-up review of the incident.

Note: The types of behavior listed here are only examples. There may be others that indicate a potential problem. Talk with your supervisor whenever you encounter inappropriate behavior.

your most important resource

If you feel you are a target of threats or potential violence, your most important resources are your Human Resources Representatives and Aspirus Employee Assistance Services.

Aspirus Employee Assistance Services is a confidential, free service available to all employees. We can provide counseling and/or refer you to an appropriate resource in your community. We are also a resource for any employees who feel they may threaten or harm someone else or themselves, because of a workplace event or any other reason.

Help is available

Aspirus Employee Assistance Services has counselors available to help you and your family. You can call the confidential helpline 24 hours a day at:

800.236.4457
TDD# 715.845.4928

Remember,
Aspirus Employee
Assistance Services
is confidential.



ASPIRUS™
EMPLOYEE
ASSISTANCE SERVICES

Passion for excellence. Compassion for people.

3000 Westhill Drive, Suite 100
Wausau, WI 54401

715.847.2772

aspirus.org

Workplace Violence



warning signs and resources



ASPIRUS™
EMPLOYEE
ASSISTANCE SERVICES

Passion for excellence. Compassion for people.

Employers today are committed to maintaining a safe work environment for their employees. Threats, intimidation, harassment, assaults or acts of violence are considered unacceptable behavior in the workplace. An appropriate response will take place when these situations occur. After a careful review of the incident, employees who are found to be perpetrators will be subject to disciplinary action that might include termination.

As an employee, you are in an important position to make sure your workplace remains a safe and healthy one. Recognizing warning signs of potential violence and understanding the specific steps you need to take can help prevent situations from escalating.

The warning signs of potential violent behavior can be divided into three levels. These are called Behavioral Red Flags. Each level represents increasingly hostile behavior that can lead to violence or threats of violence.

Level 1 behavior

An individual exhibiting Level 1 behavior will:

- refuse to cooperate and will frequently argue with others
- frequently use abusive language
- act belligerent toward others
- see himself or herself as victimized by management and/or co-workers

What you need to do: Talk to your supervisor or Human Resource contact. If the behavior marks a noticeable change in the person's usual behavior, share that information.

If you know the person well, and feel comfortable doing so, share your concern with him or her. Let the person know that Aspirus Employee Assistance Services is confidential and available at no cost to employees. We can help resolve personal or work-related problems.

Level 2 behavior

An individual exhibiting Level 2 behavior will:

- intimidate or harass others by verbal contact, written notes or telephone calls
- threaten to injure a person or damage property

- steal property or sabotage equipment
- disregard company policies or procedures

What you need to do: These are serious situations. Your employer will not tolerate any kind of threat, intimidation or harassment – sexual or otherwise. You need to take immediate action. Contact your supervisor. If your supervisor is not available, contact Human Resources.

Level 3 behavior

An individual exhibiting Level 3 behavior will seriously threaten or cause harm to himself or herself or to others.

Some examples of Level 3 behavior are:

- suicidal threats
- physical confrontations
- property destruction
- use of a weapon
- acts of violence, such as arson or rape

What you need to do: Immediately call 911 and request the police, and call your supervisor and report the incident. Under no circumstances should you put yourself at risk or in a dangerous situation.