

# WORKPLACE VIOLENCE PREVENTION PROGRAM for

## Culinary Staffing Service (CSS)

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: July 1, 2024

Date of Last Revision(s): July 1, 2024

### POLICY STATEMENT

Culinary Staffing Service (CSS) is committed to our employees' safety and health. We refuse to tolerate any form of violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing this Workplace Violence Prevention Plan.

All Managers, supervisors, and employees are responsible for implementing our WVPP. We encourage employee participation in the design and implementation of our program via our safety suggestion box. We require prompt reporting of all violent incidents, whether a physical injury has occurred. We will not discriminate against victims of workplace violence. A copy of this policy statement and the WVPP is readily available to all employees upon request to management.

### RESPONSIBILITY

The WVPP primary administrator, Lorynn Walton, VP of Human Resources, has the authority and responsibility for implementing the provisions of this plan for Culinary Services of America dba Culinary Staffing Service (CSS)

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Jessica Seastead	Chief Operating Officer	<i>Approves the final plan and any major changes.</i>	(323) 655-6004	Jessica@culinarystaffingcom
Lorynn Walton	VP of HR	<i>Responsible for creating the WVPP annually and ensuring compliance and training with all employees. Investigating and documenting all workplace violence incidents. Responsible for creating the WVPP and incident logs.</i>	(323) 306-4334	lorynn@culinarystaffing.com
Meegan Johnson	Executive VP Business Sales	<b>Meegan</b> oversees client communication regarding <i>conducting safety inspections and emergency response procedures as needed and ensuring compliance with other employers about the plan.</i>	(323) 499-3331	meegan@culinarystaffing.com
Patricia Gonzales	Human Resource Generalist	<i>Patty is the WVPP Administrator and plans, leads, and documents all monthly agenda items from company meetings.</i>	(323)965-7585	<a href="mailto:Patty@culinarystaffing.com">Patty@culinarystaffing.com</a>

Ashley Cook	Associate Director of Staffing	<i>Ensures that all clients have their Emergency Protocols uploaded to the GoLive App for Temporary Field Staff to refer to in case of emergency.</i>	(323)438-4318	ashley@culinarystaffing.com
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All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and answering employee questions about the WVPP. Culinary staff will designate an "onsite lead" for each work assignment. The onsite lead shall act as the initial point of contact for employees to report incidents of workplace violence.

## **PLAN IMPLEMENTATION:**

The plan was reviewed and discussed during the weekly FOMO meeting before implementation. Subsequently, each manager will ensure that all department employees are informed before the deadline. Managers will receive training and have access to the plan to discuss with employees and address any queries. Moving forward, new hires and temporary staff will undergo digital training alongside their onboarding paperwork.

The plan is available in Sharepoint SOP, and all training documentation and logs are available in GoLive documents. The plan will be reviewed for effectiveness annually when a deficiency becomes apparent, after an incident correction, or as needed.

## **TRAINING & EMPLOYEE INVOLVEMENT:**

All Managers and Employees (including temp staff) will be trained on the WVPP annually. We will keep training records showing proof of training on file.

### **Training will consist of the subjects listed below in an Audio/Video format:**

- Workplace Violence Prevention Plan
  - What it is
  - Procedures at Client's Site
- Workplace violence types and types of incidents (shown below)
- Advance Preparation
- Active Shooter Training
  - Why Active Shooter Preparedness is important
  - Run – Hide – Fight
  - When law enforcement arrives

Additional training shall be provided when a new or previously unrecognized hazard has been identified or when changes are made to the plan.

## **EMPLOYEE ACCESS TO THE WRITTEN WVPP:**

CSS ensures that the WVPP is in writing and easily accessible to employees, authorized employee representatives, and Cal/OSHA representatives and can be downloaded and printed by clicking on the below link:

<https://www.culinarystaffing.com/human-resources>

## DEFINITIONS

**Emergency** - Unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other persons.

**Engineering controls** - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

**Log** - The violent incident log is required by LC section 6401.9.

**Plan** - The workplace violence prevention plan is required by LC section 6401.9.

**Serious injury or illness** - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

**Threat of violence** - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, which conveys an intent or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

**Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment and includes but is not limited to the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- **Workplace violence types:**
  - **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
  - **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
  - **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
  - **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.
- **Incident violence types:**
  - **Type A incident:** Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
  - **Type B incident:** Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
  - **Type C incident:** Threat of physical force or threat of use of a weapon or other object.
  - **Type D incident:** Sexual assault or threat, such as rape, attempted rape, physical display, or unwanted or verbal or physical sexual contact.
  - **Type E incident:** Animal attack or other.
- Workplace violence does not include **lawful self-defense** or defense of others.

- **Work practice controls** - Procedures and rules used to reduce workplace violence hazards effectively.

## EMPLOYEE ACTIVE INVOLVEMENT

CSS ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
  - Identifying, evaluating, and determining corrective measures to prevent workplace violence:
    - Management holds weekly company meetings with all administrative employees. During that meeting, at least once per month or after an incident, HR will have an agenda item for admin employees to identify workplace violence-related concerns/hazards, evaluate them and/or concerns, and discuss how to correct them. These meetings could involve discussions of recent incidents and reviews of safety procedures.
  - Designing and implementing training: Employees may suggest new training material or scenarios based on a recent incident.
  - Reporting and investigating workplace violence incidents: Initial point of contact for incident reporting shall be the onsite lead who will immediately contact Lorynn Walton. Employees may also send an email to [hr@culinarystaffing.com](mailto:hr@culinarystaffing.com)
- Management will ensure that all employees communicate and understand all workplace violence policies and procedures within this written plan. Staffing Managers will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures and assist in maintaining a safe work environment.
  - Employees will report all WV incidents at their work site locations and/or their Staffing Manager in charge of the client venue site (onsite lead).
  - Upon receiving a WV incident, HR will log, thoroughly investigate, and gather information.
  - Recommended adjustments to the WVPP will be reviewed and updated.
  - HR will communicate any changes to the policy and procedures.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

## EMPLOYEE COMPLIANCE

Our system ensures that employees comply with the rules and work practices that are designed to make the workplace more secure and do not engage in threats or physical actions that create a security hazard for others in the workplace, including at a minimum:

- Training employees, supervisors, and managers in the provisions of the CSS Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. This will be accomplished by implementing and distributing the WVPP plan and training all administration and temporary staff employees who work for the CSS. All employees are expected to report all WV they observe or experience at Client venues or their workplace.

- Provide retraining to employees whose safety performance is deficient with the WVPP.

## COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and Clients about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- WVPP Posted on CSS Website and in GoLive! App> Setup> General tab> A Final Note:  
<https://www.culinarystaffing.com/human-resources>
- WV can be reported either anonymously or by providing your contact information using the following link:
  - <https://form.jotform.com/242137200608042>
  - This link can also be found in GoLive! App > Setup > General > A Final Note
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.
- Employees' concerns will be investigated promptly. They will be informed of the results of the investigation and any corrective actions to be taken.
- Sharing training materials and incident reports with other employers/clients to ensure a coordinated response to incidents. This could involve sending copies of training materials and incident reports to other clients/employers.

## COORDINATION WITH OTHER EMPLOYERS

CSS will implement the following effective procedures to coordinate its plan with its clients (other employers) to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All CSS employees will be trained in workplace violence prevention.
- Workplace violence incidents involving CSS employees are reported, investigated, and recorded.
- As a multiemployer worksite, CSS will ensure that if its employees experience workplace violence, CSS records the information in a violent incident log and provides a copy of that log to the controlling employer.

## EMERGENCY RESPONSE PROCEDURES

CSS has a weekly company meeting, and once per month, on the first Thursday of each month, HR will bring up workplace incidents, corrections, and all safety matters on their Agenda to discuss workplace incidents, corrections, and all safety matters.

- **Evacuation:** Posted in the GoLive! App under “Event Information” for each client location. After signing up for a schedule, you can locate the following documents:
  - Client Workplace Violence Prevention Plan
  - Emergency Protocols for each client venue
- **Partner with the onsite management.**
- **Shelter In Place:** If there is a situation of immediate threat or violence that would put lives at risk, such as an active shooter should immediately seek shelter and barricade their door until the police arrive. Employees should pass the message along to anyone they see while seeking shelter until it is

safe to come out. Anyone with information about what and where will be responsible for calling 911 and alerting the Emergency Response Team for assistance.

## PROCEDURES FOR POST-INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Notify VP of HR of the incident
- Partner with clients on their processes and procedures post-incident
- Visit the scene of an incident as soon as safe and practicable as needed
- Partner with clients to assist or facilitate interviews with involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- Either the clients' WVPP documents will be used, or, in the absence of such forms, a CSS violent incident log (Appendix 1) will be used for every workplace violence incident and will include information such as:
  1. The date, time, and location of the incident.
  2. The workplace violence type or types involved in the incident.
  3. A detailed description of the incident.
  4. A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
  5. A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
  6. A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
  7. The type of incident, including, but not limited to, whether it involved any of the following:
    - **Type A incident:** Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.

- **Type B incident:** Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
  - **Type C incident:** Threat of physical force or threat of the use of a weapon or other object.
  - **Type D incident:** Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
  - **Type E incident:** Animal attack or Other.
- Consequences of the incident, including, but not limited to:
    1. Actions taken to protect employees from a continuing threat, or any other hazards identified due to the incident.
    2. Information about the person completing the log, including their name, job title, and completion date.
    3. Reviewing all previous incidents.
    4. Ensure no personal identifying information is recorded or documented in the written investigation report. This includes information that would reveal the identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

## RECORDKEEPING

- **CSS will:**
  1. Create and maintain records of workplace violence hazard identification, evaluation, and correction for at least five (5) years.
  2. Create and maintain training records for a minimum of one (1) year and include the following:
    3. Training dates.
    4. Contents or a summary of the training sessions.
    5. Names of CSS Employees attending the training sessions.
  6. Maintain violent incident logs for at least five (5) years.
  7. Maintain records of workplace violence incident investigations for at least five (5) years.
  8. The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
  9. All records of workplace violence hazard identification, evaluation, and correction; training, incident logs, and workplace violence incident investigations required by LC section 6401.9(f) shall be made available to Cal/OSHA upon request for examination and copying.

## REVIEW AND REVISION OF THE WVPP

The WVPP will be reviewed annually and revised as needed when a deficiency becomes apparent or after a workplace violence incident. A record of the revised and reviewed dates are below:

Date Revised	Revised By	Date Reviewed	Reviewed By
7/1/2024	Plan created by	7/24/2024	Jessica Seastead

	<b>Lorynn Walton</b>		

**The CSS WVPP will be reviewed for effectiveness:**

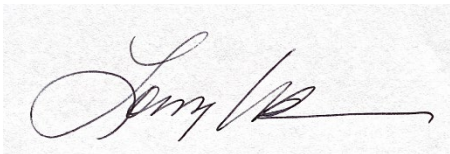
1. At least annually.
2. When a deficiency is observed or becomes apparent.
3. After a workplace violence incident.
4. As needed.

**EMPLOYER REPORTING RESPONSIBILITIES**

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), CSS will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

I, Lorynn Walton, Vice President of Human Resources of Culinary Services of America dba Culinary Staffing Service, hereby authorize and ensure the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe these policies and procedures will positively change the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.

CULINARY STAFFING SERVICE (CSS)



Lorynn Walton  
Vice President of Human Resources

Date of Signature: July 1, 2024



## Appendix 1: CSS Violent Incident Log

Workplace Violence Incident Log			
<p>Directions: This form must be used for every workplace violence incident.</p> <p>All incident logs will be sent to HR. Retain for at least 5 years.</p>			
Date & Time of Incident:		Department:	
Exact location of Incident:			
Workplace Violence Type	<input type="checkbox"/> Type 1 Violence: committed by a person who has no legitimate business at the worksite		
	<input type="checkbox"/> Type 2 Violence: directed at employees by members, visitors, customers or vendors		
	<input type="checkbox"/> Type 3 Violence: against an employee by a current or former employee, supervisor or manager		
	<input type="checkbox"/> Type 4 Violence: by someone who doesn't work at site, but has a personal relationship with an employee		
Type of Incident	<input type="checkbox"/> Type A Incident: Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.		
	<input type="checkbox"/> Type B Incident: Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.		
	<input type="checkbox"/> Type C Incident: Threat of physical force or threat of the use of a weapon or other object.		
	<input type="checkbox"/> Type D Incident: Sexual assault or threat, such as- rape, attempted rape, physical display, or unwanted verbal		
	<input type="checkbox"/> Type E Incident: Animal attack or other		
<b>Detailed Description of Incident-</b> Circumstances of incident before, during and after			
<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>			
<b>Consequences of Incident</b>			
Were there any injuries? If so explain- <div></div> <div></div> <div></div>			
Was law enforcement called?		What was their response?	
Workplace violence committed by? (no names, just describe if employee, customer, member, guest, vendor, etc.) <div></div>			
Is this a reportable incident for Cal/OSHA?		Was it reported to Cal/OSHA?	
<b>Corrective Actions Taken to Prevent this Incident from Occurring Again</b> <div></div> <div></div> <div></div> <div></div>			
Person assigned to make corrections: <div></div>			
Date corrections completed: <div></div>			
Investigated by (printed):		Position:	
Investigator Signature:		Date:	

## Appendix 2: 7 Tips for Defusing Potential WV Situations (English)

# 7 TIPS

## For Defusing Potentially Violent Situations



### Practice situational awareness.

- 1 Calmly think of an exit plan and observe the other person's behaviour.



2

### Speak calmly and slowly.

Watch your tone and volume and avoid argumentative statements.



3

### Acknowledge the problem.

Name their issue, acknowledge their emotions, and ask questions to gain understanding.



4

### Listen.

Use verbal cues and body language to show them you are listening.



5

### Show empathy.

Ask nonjudgemental questions and validate their emotions. Express your goal and try to understand theirs.



6

### Use silence to slow down.

Create pauses to help yourself and the other person regain composure.



7


### Provide options.

Refocus the conversation on the issue and offer them choices for how to proceed.

## Appendix 3: 7 Tips for Defusing Potential WV Situations (Spanish)

# 7 CONSEJOS

## Para desactivar situaciones potencialmente violentas



**1** **Practica la conciencia situacional.**

Piensa con calma en un plan de salida y observa el comportamiento de la otra persona.



**2**

**Hable con calma y despacio.**


Cuida su tono y volumen y evite las declaraciones argumentativas.



**3**

**Reconozca el problema.**

Nombre el problema, reconozca sus emociones y haga preguntas para obtener comprensión.



**4**

**Escuche.**


Use señales verbales y lenguaje corporal para mostrarles que está escuchando.



**5**

**Muestra empatía.**


Haga preguntas sin prejuicios y dele validez a sus emociones. Exprese su objetivo y trate de entender el suyo.



**6**

**Use el silencio para a crear un ambiente de calma.**

Cree pausas para ayudarse a sí mismo y a la otra persona a recuperar la compostura.



**7**

**Ofrezca opciones.**

Vuelva a centrar la conversación en el tema y ofrezca opciones sobre cómo proceder.

## Appendix 4: Emergency Protocol (Client fills out)



# EMERGENCY PROTOCOLS



CLIENT NAME:

WHERE IS YOUR  
EMERGENCY EXIT  
LOCATED?

DO YOU HAVE A  
LOCATION STAFF  
SHOULD MEET IF  
WHEN EXITING THE  
BUILDING? IF SO,  
WHERE IS THAT  
LOCATED?

CAN YOU PROVIDE A  
MAP?

- If there is an emergency and a Culinary Staffing team member(s) is on site:  
**Please call 911, if it is a medical emergency.**
- If Culinary Staffing team members are injured on site please contact Culinary Staffing as soon as possible so we can setup an urgent care visit.
- If this is an emergency due to a earthquake, fire or other natural disaster, please contact **Culinary Staffing 323-965-7582 (option 3)** as soon as possible to inform us regarding the status of our team members.



For more safety resources | 323-965-7582 | [hr@culinarystaffing.com](mailto:hr@culinarystaffing.com)

## Appendix 5: WVPP Training Handout (English)



# WORKPLACE VIOLENCE PREVENTION PLAN

## Training Handout

### WORKPLACE VIOLENCE

**ANY ACT OF VIOLENCE OR THREAT THAT OCCURS IN THE WORKPLACE**

Includes but not limited to:

- The threat or use of physical force that could result in injury, trauma or stress.
- Threat or use of a firearm, or other weapon
- Sexual assault or threat, or unwanted advance
- Animal attack or other violence

### THREAT OF VIOLENCE

Any verbal, written statement or behavior that conveys intent to cause someone physical harm or fear of harm that serves no legitimate purpose

**Workplace Violence does not** include lawful acts of self-defense of yourself or others

### SERIOUS INJURY OR ILLNESS

Any injury or illness in the workplace or in connection with the workplace that requires hospitalization

### EMERGENCY

Unanticipated circumstances that can be life-threatening or pose serious injuries

## 4 TYPES OF WORKPLACE VIOLENCE

①



### STRANGER

Violence committed by a person who has no legitimate business at the workplace

②



### CLIENT

Violence directed at employees by members, guests or vendors

③



### EMPLOYEE

Violence against an employee by a current or former employee

④



### PERSONAL RELATIONSHIP

Violence committed by someone who doesn't work on-site, but has a personal relationship with an employee

REPORT



### HOW TO REPORT

REPORT ALL THREATS OR ACTS OF VIOLENCE TO YOUR ON-SITE MANAGER OR DIRECTLY TO CSS HUMAN RESOURCES. EMPLOYEE CONCERNS WILL BE INVESTIGATED FAIRLY AND FREE FROM RETALIATION. WVPP Anonymous Reporting Link can be found in GoLive! under Setup > General

### SUBMIT YOUR FEEDBACK!

EMAIL [HR@CULINARYSTAFFING.COM](mailto:HR@CULINARYSTAFFING.COM) TO HELP US PREVENT WORKPLACE VIOLENCE AND KEEP OUR WORKPLACE SAFE



### EMERGENCY NOTIFICATION

#### EVACUATION:

REFER TO GOLIVE! NOTES OR ASK ONSITE MANAGER

#### SHELTER IN PLACE:

NOTIFY ONSITE MANAGER IN THE EVENT OF AN ACTIVE SHOOTER



### WORKPLACE VIOLENCE INCIDENT LOG

THE INCIDENT LOG WILL BE USED TO RECORD AND INVESTIGATE ALL REPORTED THREATS OR ACTS OF VIOLENCE AND STORED IN THE HR OFFICE



FOR AN INTERACTIVE DISCUSSION ABOUT THE PLAN, PLEASE SEE LORYNN. ALSO, KNOW YOU CAN REQUEST A WRITTEN COPY AT ANY TIME.



## Appendix 6: WVPP Training Handout (Spanish)



# PLAN DE PREVENCIÓN DE LA VIOLENCIA EN EL LUGAR DE TRABAJO

Folleto de capacitación

### VIOLENCIA EN EL LUGAR DE TRABAJO

CUALQUIER ACTO DE VIOLENCIA O AMENAZA QUE OCURRA EN EL LUGAR DE TRABAJO

Incluye, pero no se limita a:

- La amenaza o el uso de la fuerza física que podría resultar en lesiones, traumas o estrés.
- Amenaza o uso de un arma de fuego u otra arma Agresión
- Amenaza sexual, o avance no deseado
- Ataque de animales u otro tipo de violencia

### AMENAZA DE VIOLENCIA

Cualquier declaración verbal, escrita o comportamiento que transmita la intención de causar daño físico a alguien o ponerlo en temor de daño que no tiene un propósito legítimo

La violencia en el lugar de trabajo **no incluye** actos legales de defensa propia de usted o de otros

### LESIÓN O ENFERMEDAD GRAVE

Cualquier lesión o enfermedad en el lugar de trabajo o en relación con el lugar de trabajo que requiera hospitalización

### EMERGENCIA

Circunstancias imprevistas que pueden poner en peligro la vida o provocar lesiones graves

## 4 TIPOS DE VIOLENCIA EN EL LUGAR DE TRABAJO

1



### DESCONOCIDO

Violencia cometida por una persona que no tiene negocios legítimos en el lugar de trabajo

2



### CLIENTE

Violencia dirigida a los empleados por parte de miembros, invitados o proveedores

3



### EMPLEADO

Violencia contra un empleado por parte de un empleado actual o anterior

4



### RELACION PERSONAL

Violencia cometida por alguien que no trabaja en el lugar de trabajo, pero que tiene una relación personal con un empleado

REPORT



### CÓMO DENUNCIAR

CONSULTE GOLIVE! NOTAS O PREGUNTE AL GERENTE EN EL SITIO  
REFUGIARSE EN EL LUGAR:  
NOTIFICAR AL ADMINISTRADOR EN EL SITIO EN CASO DE UN TIRADOR ACTIVO.  
¡El enlace de informes anónimos de WVPP se puede encontrar en GoLive! en Configuración > General

### ¡ENVÍE SUS COMENTARIOS!

ENVÍE UN CORREO ELECTRÓNICO A  
HR@CULINARYSTAFFING.COM PARA AYUDARNOS A PREVENIR LA VIOLENCIA EN EL LUGAR DE TRABAJO Y MANTENER NUESTRO LUGAR DE TRABAJO SEGURO



### NOTIFICACIÓN DE EMERGENCIA

#### EVACUACIÓN:

MARQUE 777 PARA INICIAR LA PÁGINA DE ALERTA TELEFÓNICA

#### REFUGIO EN EL LUGAR:

MARQUE 999 PARA INICIAR LA PÁGINA DE ALERTA TELEFÓNICA EN CASO DE UN TIRADOR ACTIVO



### REGISTRO DE INCIDENTES DE VIOLENCIA EN EL LUGAR DE TRABAJO

EL REGISTRO DE INCIDENTES SE UTILIZARÁ PARA REGISTRAR E INVESTIGAR TODAS LAS AMENAZAS O ACTOS DE VIOLENCIA DENUNCIADOS Y SE ALMACENARÁ EN LA OFICINA DE HR



PARA UNA DISCUSIÓN INTERACTIVA SOBRE EL PLAN, CONSULTE A LORVNN. ADEMÁS, SEPA QUE PUEDE SOLICITAR UNA COPIA ESCRITA EN CUALQUIER MOMENTO.