



Workplace Violence

Cheat Sheet

Define Workplace Violence

Workplace violence is any act or threat of physical violence, harassment, intimidation, or other disruptive behavior that occurs at the work site.

1.7 MILLION People

worldwide have experienced violence or harassment in their workplace.

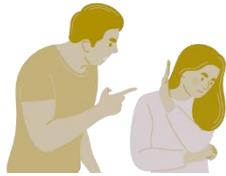
25% of **workplace violence** cases go unreported.

What are the different types of Workplace Violence?



Physical harm or threat to a person, such as hitting, shoving, or any use of force.

Verbal threatening, bullying, or any other form of harmful speech



Psychological: Manipulation, intimidation, or other mental pressures that can cause

Sexual: Any unwelcome sexual advances, comments, or conduct.



Recognize Common Warning Signs

Changes in Behavior

- ✓ A change from being outgoing too reclusive.
- ✓ Appearance neglecting personal hygiene.
- ✓ Inconsistence performance.

Verbal Indications

- ✓ Using threatening language.
- ✓ Constant complains about small matters.
- ✓ Sharing feelings of desperation.

Signs in the Digital Space

- ✓ Aggressive emails or messages
- ✓ Continuously working late
- ✓ Avoiding digital face-to-face interactions

Physical Signs

- ✓ Destruction of property.
- ✓ Deliberate actions to scare other.
- ✓ Inappropriate display of emotions.

Impact on Employee and Organization

Impact on Employees



Emotional Toll
Work Performance
Job Satisfaction
Relationships

Impact on Organization



Reputation Damage
Financial Costs
Productivity Decline
Employee Turnover

Legal Obligations and Compliance

Dealing with violence in the workplace isn't just a moral obligation—it's a legal one too. Knowing the legal requirements helps to ensure that all employees can work in a safe and respectful environment.

Legal Responsibilities

- ✓ Must report any violent incidents to appropriate authorities.
- ✓ Employees have a duty to provide a safe working environment.
- ✓ Must provide training and education.

Legal Rights of Employees

- ✓ Right to a safe environment: A violence-free environment.
- ✓ Right to Report: Confidential reporting of violence without retaliation.
- ✓ Right to Support: Access to HR and helplines for concerns.

Compliance Policies Know

- ✓ Know Regulations: Familiarize with relevant laws like HIPAA.
- ✓ Clear Policies on zero-tolerance violence and harassment policies.
- ✓ Continuous Training on rules and conflict management.

Prevention and Preparedness

Develop a Prevention Program

- 1 Identify risks via employee feedback and incident review.
- 2 Set safety goals, plan actions, and assign roles.
- 3 Communicate the plan, provide training, and check understanding.

Train Staff on Prevention Techniques



Prepare: Customize training to learner needs and goals, using suitable methods.



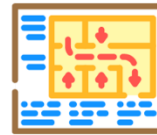
Present: Engage learners with interactive content and expert input.



Practice: Facilitate interactive learning and provide feedback

Establish Reporting Procedure:

Implement purposeful and secure reporting systems with designated roles and regular analysis.



Prepare Emergency Response Plans for various emergencies like natural disasters, technical failures, and human-related risks.

Intervention and Support

Intervention and Support in workplace violence focus on effectively responding to situations, aiding those impacted, and evolving prevention tactics. These includes:



Handle Incidents with Care

by systematically identifying and classifying them, ensuring the safety and well-being of all involved, while adhering to legal and ethical guidelines.

Provide Support to Victims

entails recognizing their unique needs, facilitating professional intervention when necessary, and offering resources such as counseling and legal assistance.

Evaluate and Update Prevention Strategies

by regularly monitoring their effectiveness, identifying areas for improvement, and incorporating new data and team feedback to ensure ongoing safety and efficiency.

Building a Positive Workplace Culture

Building a positive workplace culture is crucial in preventing workplace violence as it fosters respect, inclusion, and open communication, thereby reducing the likelihood of conflicts escalating into violence.

Promote a Respectful Environment where everyone feels valued and has equal opportunities.

- Set Clear Expectations
- Foster a Culture of Inclusion
- Foster Respectful Communication
- Implement Training and Education



Encourage Team Collaboration, that is built on trust and shared.

- Use collaboration tools
- Set collaboration goals
- Foster Creativity and Resolve Conflicts



Strengthen Management Skills by nurturing a supportive environment where everyone can flourish.

- Understand people
- Foster wise leadership
- Provide growth opportunities



Focus on Employee Well-being by emphasizing mental and physical health, supportiveness, and inclusivity.

- Prioritize physical health
- Recognition and appreciation
- Create an inclusive culture





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Technology

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- Software Applications

Career Development

- Career
- Higher Education
- Job Hunting

Microsoft

- Access
- Copilot
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- OneDrive
- Outlook
- PowerPoint
- Teams
- Windows
- Word

Wellness

- Mental Health
- Personal Growth
- Well-Being
- Work/Life Balance

Compliance & Safety

- Active Shooter
- Discrimination
- Harassment
- Safety
- Security

Diversity & Citizenship

- Bias
- Diversity
- U.S. Citizenship

Fewer Tools. Lower Costs. Smarter Training.

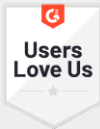
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