*Workplace violence can be directed at one or more individuals or the institution. In all cases, the institution should make it clear that all threats are taken seriously and reported to the police.*

**Workplace Violence**

Workplace violence can take many forms, including verbal threats, inappropriate comments, physical abuse, gender-based violence, racial or religious discrimination, and cyberbullying. Personnel must be trained to recognize violence in its many forms and have a swift and appropriate response.

**Threats Against Individuals**

In the case of threats against individuals, the details of the threat should be recorded and reported to management and human resources. If personnel witness an act of violence, or threatening behaviour, or find other evidence of intimidation they should report it to management, even if they are not directly involved.

The tone, specificity, and timing of the threat should be investigated to help determine if something was a misunderstood comment or a genuine threat of violence. If the threat is repeated during the investigation, it should be taken seriously and reported immediately to higher management and law enforcement.

Individuals who fear for their safety should be encouraged to take their concerns to management who will document the claim and open an investigation. If the threat seems credible, personnel may be given special consideration, such as being provided with an escort to and from the facility. Seek the advice of law enforcement before instituting any special protective policies. Do not make accusations without evidence and the advice of legal counsel.

If the alleged culprit is known, law enforcement should be notified and asked for advice on how to proceed before any additional steps are taken.