

Cedric Dean Holdings, Inc.

Peer Support NC Program
Workplace Violence Prevention & Response Policy

1. Policy Title

Workplace Violence Prevention, Reporting, and Response Policy

2. Effective Date

Effective: January 21, 2026

Review Cycle: Annual and following any violent incident, threat, or regulatory update

3. Policy Statement

Cedric Dean Holdings, Inc. (CDH) is committed to providing a **safe, respectful, and trauma-informed workplace** free from violence, threats, intimidation, harassment, or disruptive behavior.

CDH maintains a **zero-tolerance policy** for workplace violence and will take immediate, appropriate action to prevent, respond to, and mitigate risks to employees, participants, visitors, and community partners.

4. Scope

This policy applies to:

- All CDH Peer Support NC Program employees, contractors, volunteers, interns, and consultants
- Program participants and visitors
- All CDH facilities, offices, vehicles, and offsite service locations
- All work-related communications, including in-person, electronic, and telephonic interactions

5. Regulatory Alignment

This policy aligns with:

- **OSHA General Duty Clause (Section 5(a)(1))**
- **NC DHHS Safety and Risk Management Standards**
- **CMS/Medicaid Managed Care Requirements**
- **HIPAA Privacy and Security Rules (Safety Context)**
- **NIST Physical Security Risk Management Guidance**

6. Definitions

Workplace Violence:

Any act or threat of physical violence, harassment, intimidation, coercion, or disruptive behavior occurring at the worksite or during work-related activities. This includes:

- Physical assaults
- Verbal threats or aggressive language
- Harassment or stalking
- Brandishing weapons
- Property damage intended to intimidate
- Cyber threats tied to physical harm

Imminent Threat:

A situation where a reasonable person believes there is an immediate risk of harm.

7. Zero-Tolerance Policy

CDH strictly prohibits:

- Physical violence or attempted violence
- Threats of harm (verbal, written, or implied)
- Possession of weapons on CDH property or during work activities (except authorized law enforcement)
- Intimidation, bullying, or coercive conduct
- Retaliation against individuals who report safety concerns

8. Risk Prevention and Safety Controls

8.1 Environmental Safety

- Controlled facility access where applicable
- Adequate lighting in entrances, parking areas, and common spaces
- Panic buttons or emergency communication tools where feasible
- Secure storage of sensitive materials

8.2 Administrative Controls

- Clear visitor protocols and sign-in procedures
- Incident reporting systems
- Staff training on de-escalation and situational awareness
- Staff scheduling practices that reduce isolated work when possible

9. Staff Training and Awareness

9.1 Required Training Topics

- Recognizing warning signs of violence
- Verbal de-escalation techniques
- Trauma-informed communication
- Emergency response procedures
- Reporting protocols and documentation

9.2 Frequency

- Upon onboarding
- Annually
- Following any workplace violence incident

10. Reporting Procedures

10.1 Immediate Threats

If there is an imminent danger:

- Call **911** immediately
- Move to a safe location

- Notify a supervisor or administrator as soon as it is safe

10.2 Non-Emergency Concerns

Report to:

- Program Supervisor
- Compliance Officer
- Human Resources Representative

Reports may be made verbally or in writing. Anonymous reporting options may be provided when feasible.

11. Response Protocol

Step 1 – Safety First

- Secure the area
- Separate involved parties
- Provide medical assistance if needed

Step 2 – Notification

- Notify leadership and Compliance Officer
- Contact law enforcement if warranted

Step 3 – Documentation

- Complete Incident Report Form
- Preserve evidence (emails, texts, CCTV footage, witness statements)

Step 4 – Investigation

- Conduct an internal review
- Interview involved parties and witnesses
- Determine corrective actions

Step 5 – Corrective Action

May include:

- Safety planning
- Retraining

- Disciplinary action
- Termination of services or contracts
- Legal action if required

12. Participant and Community Safety

CDH recognizes the unique challenges of behavioral health and peer support environments. Staff are authorized to:

- Discontinue services if safety is compromised
- Request law enforcement or emergency assistance
- Implement individualized safety plans for high-risk participants

13. Confidentiality and Privacy

All reports and investigations will be handled with discretion and in compliance with **HIPAA and personnel privacy standards**. Information will only be shared on a need-to-know basis.

14. Non-Retaliation Policy

CDH strictly prohibits retaliation against any individual who reports a concern or participates in an investigation in good faith.

15. Roles and Responsibilities

Chief Executive Officer

- Ensures organizational compliance and resource allocation
- Authorizes escalation to legal and regulatory authorities

Program Director / Supervisor

- Enforces this policy
- Coordinates incident response
- Ensures staff training compliance

Compliance Officer

- Maintains incident records
- Oversees audits and regulatory reporting

Workforce Members

- Follow safety protocols
- Report threats or concerns immediately

16. Recordkeeping

CDH maintains:

- Incident reports
- Training records
- Safety assessments
- Corrective action documentation

Records are retained per CDH Records Management Policy and regulatory requirements.

17. Enforcement

Violations of this policy may result in:

- Immediate removal from premises
- Disciplinary action up to termination
- Contract termination
- Law enforcement referral

18. Policy Review and Revision

This policy will be reviewed:

- Annually
- After any violent incident
- When regulations or program operations change

19. Approval and Authorization

Approved By:

Cedric Dean, Chief Executive Officer
Cedric Dean Holdings, Inc.

Signature: _____

Date: January 21, 2026

20. Organizational Commitment Statement

Cedric Dean Holdings, Inc. affirms its commitment to **dignity, safety, accountability, and compassion** in all workplace and community interactions.