**Inyon Solutions Global**

**Workplace Violence Policy**

**Policy Statement** Inyon Solutions Global is committed to providing a safe and respectful workplace for all employees, contractors, clients, and visitors. Workplace violence, in any form, will not be tolerated. This policy outlines the company’s approach to preventing, addressing, and resolving incidents of workplace violence to ensure the safety and well-being of everyone in our work environment.

**Scope** This policy applies to all Inyon Solutions Global employees, contractors, clients, and visitors. It covers all work-related activities, including those occurring on company premises, during off-site assignments, at company-sponsored events, and in virtual workspaces.

**Definition of Workplace Violence** Workplace violence includes, but is not limited to:

* **Physical violence:** Acts such as hitting, pushing, or any form of physical assault.
* **Threats:** Verbal or written statements or gestures that imply harm to others.
* **Harassment:** Behavior intended to intimidate, offend, or humiliate, including bullying.
* **Intimidation:** Actions or words that create a sense of fear or unease.
* **Other acts:** Any behavior that jeopardizes the physical or psychological safety of individuals in the workplace.

**Prevention Measures** Inyon Solutions Global takes proactive steps to prevent workplace violence, including:

1. **Employee Training:** Regular training sessions to recognize, prevent, and respond to workplace violence.
2. **Open Communication:** Encouraging employees to report concerns without fear of retaliation.
3. **Workplace Assessments:** Regular evaluations of workspaces to identify and mitigate potential risks.
4. **Zero-Tolerance Policy:** Clear communication that acts of violence will result in disciplinary action, up to and including termination.

**Reporting Procedures**

1. **Immediate Reporting:** Employees should immediately report any incident or threat of workplace violence to their supervisor.
2. **Confidentiality:** All reports will be handled with the utmost discretion and confidentiality.
3. **Documentation:** A written report detailing the incident, including the date, time, individuals involved, and any witnesses, should be completed.

**Response to Incidents**

1. **Investigation:** The company will promptly investigate all reports of workplace violence. This may involve interviewing involved parties and witnesses and reviewing relevant evidence.
2. **Interim Measures:** If necessary, temporary measures (e.g., suspension, reassignment) may be implemented to ensure safety during the investigation.
3. **Resolution:** Based on the findings, appropriate actions will be taken, which may include mediation, counseling, disciplinary action, or law enforcement involvement.

**Disciplinary Action** Employees found to have engaged in workplace violence will face disciplinary measures, which may include:

* Verbal or written warnings
* Mandatory training or counseling
* Suspension without pay
* Termination of employment
* Legal action, if applicable

**Non-Retaliation** Inyon Solutions Global strictly prohibits retaliation against any employee who, in good faith, reports workplace violence or participates in an investigation. Any acts of retaliation will be subject to disciplinary action.

**Policy Review and Updates** This policy will be reviewed annually and updated as necessary to ensure compliance with applicable laws and the evolving needs of the workplace.

By working together, we can maintain a safe and respectful workplace for everyone.