

Potomac Valley Audubon Society

Workplace Violence Prevention Policy

Adopted by PVAS Board of Directors March 2026

Purpose

Potomac Valley Audubon Society (PVAS) is committed to maintaining a safe, respectful, and inclusive environment for all employees, volunteers, interns, and visitors. This policy outlines our stance against workplace violence and establishes procedures for prevention, reporting, and response.

Scope

This policy applies to all PVAS employees and partners, including full-time and part-time staff, board members, contractors, volunteers, and interns, whether on PVAS premises, at off-site events, or during remote work.

Definition of Workplace Violence

Workplace violence includes, but is not limited to:

- Physical assault or threats
- Intimidation or harassment
- Verbal abuse or aggressive behavior
- Stalking or unwanted surveillance
- Property damage or sabotage
- Use of weapons in a threatening manner and/or with the intent to inflict harm
- Any behavior that creates a hostile or unsafe work environment for others

Zero Tolerance Statement

PVAS has zero tolerance for any form of workplace violence. All incidents will be taken seriously and investigated promptly. Disciplinary action, up to and including termination or removal from the position or role the person holds, may result from violations.

Prevention Measures

PVAS will:

- Encourage open communication and respectful behavior
- Maintain secure facilities and protocols for visitor access
- Promote awareness of mental health and stress management resources
- Provide access to training, such as conflict resolution and workplace safety

Reporting Procedures

Anyone who experiences or witnesses workplace violence should report it immediately to:

- Their supervisor
- The Executive Director
- A designated HR or safety officer (if applicable)

Reports may be made verbally or in writing and can be submitted anonymously. PVAS will protect the confidentiality of all parties to the extent possible.

Response and Investigation

Upon receiving a report, PVAS will follow the PVAS Grievance Procedure, including the following:

- PVAS will initiate a prompt and impartial investigation
- Interim safety measures may be implemented
- Findings will be documented, and appropriate action will be taken
- Retaliation against people reporting is strictly prohibited
- Parties involved are encouraged to contact a local crisis center or counseling service for support

Policy Review

This policy will be reviewed annually and updated as needed to reflect changes in law, best practices, organizational needs, and/or lessons learned from workplace violence incidents.