



MEMORANDUM

To: PHDC EMPLOYEES
FROM: DAVID S. THOMAS, PRESIDENT AND CEO
SUBJECT: PHDC WORKPLACE VIOLENCE POLICY AND PROCEDURES
DATE: NOVEMBER 28, 2022

The Philadelphia Housing Development Corporation (PHDC) is committed to providing a workplace that is violence-free, including intimidation, threats of violence, and acts of violence. PHDC seeks to prevent workplace violence by taking threats of workplace violence seriously, investigating incidents promptly, and responding appropriately.

Prohibited Behavior: This list of behaviors, while not exhaustive, provides examples of conduct that is prohibited:

1. Intentionally causing physical injury to another person
2. Making threatening remarks of any kind
3. Physically aggressive, hostile, or violent behavior that create a reasonable fear of injury to another person or subjects another person to emotional distress such as hitting, slapping, poking, kicking, pinching, grabbing, pushing, and throwing objects in the workplace regardless of the size or type of the object being thrown, or whether a particular person is the target of the thrown object
4. Intimidation/bullying such as unwelcome name-calling, obscene language, veiled verbal threats, obscene gestures, shouting, fist shaking, and other abusive behavior
5. Intentionally defacing of or damaging employer property or property of another employee
6. Possession of a weapon while on PHDC premises or while conducting PHDC business except for authorized possession and use by law enforcement and security personnel.

Individuals and Conduct Covered: This policy applies to all employees and applicants, as well as to others who may be on PHDC's property or connected with PHDC (e.g., an outside vendor, consultant, or visitor).

Behavior prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Behavior prohibited by this policy engaged in while off duty and off PHDC premises is also covered if such behavior may reflect negatively upon PHDC or is incompatible with the qualities necessary for holding a position with PHDC.

Restraining Orders: Employees should notify the Vice President of Human Resources if a restraining order involving them is in effect or if a potentially violent non-work-related situation could result in violence in the workplace.

Reporting an Incident: Security and safety in the workplace require the cooperation of every employee, supervisor, manager, director, and executive. PHDC encourages reporting of all perceived incidents of behavior prohibited under this policy, regardless of the offender's identity or position. Any PHDC employee who is the subject of, or a witness to, a suspected violation of this policy is strongly encouraged to report the violation to a supervisor, manager, director, or Human Resources representative who is not a party to the violation. In an emergency situation, individuals should leave the dangerous area and contact the police at 911 and the Security Desk at 1234 Market, if appropriate. Any emergency, perceived emergency or suspected criminal conduct shall be immediately reported to the Vice President of Human Resources.

Investigations of Reports and Enforcement: Any reports of behavior prohibited under this policy will be taken seriously. Any supervisor, manager, director, or executive who receives a report of a suspected violation of this policy shall immediately notify the Vice President of Human Resources. PHDC will investigate the suspected violation in as prompt and confidential a manner as is reasonably possible and will take appropriate corrective action when warranted. Any employee who is found to have engaged in conduct in violation of this policy will be disciplined appropriately up to and including termination, and if appropriate, shall be prosecuted to the full extent of the law.

Protection Against Retaliation: Retaliation in any form against an individual who in good faith has reported an incident under this policy is prohibited. Likewise, there will be no retaliation against individuals participating in an investigation. Retaliation itself will be cause for appropriate disciplinary action. Perceived acts of retaliation should be reported immediately to a supervisor, manager, director, or Human Resources representative who is not a party to the perceived retaliation.