

Workplace Policy

Where Do I Start?

- Establish Company Position
- Developing Guidelines
- Training Employees
- Approaching Victims of Violence
- DV Checklist: Threat Assessment
- Implementing Safety Procedures
- Generating Awareness
- The Role of the Union

DV Policy Links

- Generic DV Policy Sample
- Altria Group, Inc. Policy
- Liz Claiborne DV Policy
- Mintz Levin DV Policy

This Web site is provided as an informational resource only and is not intended to be legal or professional advice. If you have questions about the application of issues raised to your particular situation, seek the advice of a competent attorney or other professional.

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Sample Confidential Domestic Violence Threat/Incident Report

Confidential Domestic Violence Threat/Incident Report

1. Name, address and telephone number(s) of the victim & her work location:
2. Name of the person making the report (if different):
3. Name, address and telephone number(s) of perpetrator:
4. Relationship of the perpetrator to the organization (if any):
5. Relationship of the perpetrator to the victim:
6. Perpetrator's physical description (include photograph if available):
7. Brief history of the perpetrator's and the victim's relationship:
8. First report, or prior reports on file?
9. When and where the threat/incident occurred:

Threat of Violence or Harassment (No Physical Assault or Injury)

10. The specific language of the threat:
11. Any physical conduct that would substantiate an intention to follow through on the threat:
12. How often and under what circumstances have threats been made?
13. Have threats been made while the victim is at work? How?

Incident of Violence or Harassment (With or Without Physical Injury)

14. Describe the incident:
15. Location and time of the incident:
16. How the perpetrator appeared during the incident (physically and emotionally):
17. What happened immediately prior to the incident?
18. How the incident started:
19. What happened during the incident?
20. How the incident ended:
21. What happened to the perpetrator after the incident?
22. Names and phone numbers of witnesses:
23. Names and phone numbers of police called to the scene:

Follow-Up

Attach documentation of workplace and personal safety plans.

24. Name, title, and phone number of person taking report

[back to Minimizing Risk: Reporting and Monitoring](#)