

# safety matters

Property Management

From your safety partners at Peabody Insurance Agency

## Be on the Alert to Prevent Violence

Workplace violence includes any act in which a person is abused, threatened, intimidated or assaulted in his or her employment. Whether it stems from work-related disputes or domestic abuse or personal issues, violence can occur inside or outside the workplace, and can range from threats and verbal abuse to physical assaults and homicide.

### Identifying Your Risk

Those working in real estate and property management are at particular risk because of certain characteristics of workplaces:

- Mobile workplaces
- Working alone or in small numbers
- Working late hours of the night or early hours of the morning
- Working in isolated or low-traffic areas
- Working near businesses or buildings that are at risk of violent crime
- Working in high-crime areas
- Working with the public

Workplace violence can include actions or words that endanger or harm you or your co-workers, including:

- Verbal or physical harassment
- Verbal or physical threats
- Assaults or other violence
- Any other behavior that causes you to feel unsafe (bullying or sexual harassment)

### Staying Safe

At Peabody Insurance, we've taken steps to keep you safe on the job. As we emphasize in our Workplace Violence Prevention Program, we do not tolerate threats, bullying, harassment or any other form of violence.

However, keeping our workplace as safe as possible requires the commitment of all employees, including you.

Although nothing can guarantee that you will never be a victim of workplace violence, many incidents are preventable. Contribute to the safety measures and other efforts that we have in place by following these guidelines:

- Be aware of and report threatening behavior, and be alert for other signs of aggression or violent behavior.
- Take all threats seriously.
- Follow procedures established by our Workplace Violence Prevention Program, including those for reporting incidents.
- Learn how to recognize, avoid or diffuse potentially violent situations by attending personal safety training programs.
- Alert supervisors to any concerns about safety or security, and report all incidents immediately in writing.
- Avoid traveling alone to unfamiliar locations whenever possible.

### Be Aware!

The most important thing you can do is stay alert and aware of potentially dangerous situations or threatening behavior. Make sure that you are effectively trained in conflict resolution and methods of handling dangerous or violent situations.

We will do our best to protect you from workplace violence. Be aware of the risks of your surroundings in order to help protect yourself.

**Know the risks of workplace violence and educate yourself in conflict resolution in order to protect yourself.**

