

**Violence Prevention and Response Policy Template**

**Purpose:**

The safety and well-being of our guests and staff are our top priorities. To maintain a secure and welcoming environment, [Organization Name] is committed to preventing, responding to, and managing any incidents of violence on hotel property.

**1. Zero Tolerance for Violence:**

 • [Organization Name] strictly prohibits any form of violence, including physical harm, verbal threats, intimidation, harassment, or any other behavior that could create a threatening environment.

 • This policy applies to all guests, staff, vendors, and any other visitors on company property.

**2. Reporting Violent Incidents:**

 • **Guests:** Guests are encouraged to report any incidents or suspicious behavior to the front desk or hotel security. Immediate reports will allow for quicker responses and appropriate action.

 • **Employees:** All employees are required to report any violent or potentially dangerous behavior they witness or are informed about. Reports should be made to a supervisor or manager immediately, who will notify hotel security.

**3. Response to Violent Behavior:**

 • **Immediate Action:** Upon receiving a report, the management or security team will assess the situation and, if needed, contact local law enforcement.

 • **Guest Action:** If a guest is found to be engaged in violent behavior, they may be asked to leave the premises immediately, and future access may be restricted.

 • **Employee Action:** Employees found engaging in violent behavior will be subject to disciplinary action, up to and including termination.

**4. Emergency Procedures:**

 • For emergencies, the organization will immediately contact local law enforcement or emergency services.

 • Staff will be trained on emergency response procedures and evacuation routes to ensure quick action if the safety of guests or employees is at risk.

**5. Security Measures and Prevention:**

 • **Surveillance:** The hotel uses 24/7 security surveillance in common areas to enhance safety.

 • **Staff Training:** All staff members to receive training on de-escalation techniques, recognizing signs of potential violence, and the appropriate steps for reporting and responding to violent incidents.

 • **Guest Screening:** Guests with a known history of violent behavior may be denied future access.

**6. Confidentiality and Non-Retaliation:**

 • All reports of violence or threats will be handled confidentially. The organization will not tolerate retaliation against any guest or employee who reports violent or suspicious activity.

**7. Cooperation with Law Enforcement:**

 • [Organization Name] will fully cooperate with law enforcement in investigating and resolving incidents involving violence on hotel property.

**8. Annual Policy Review:**

 • This policy will be reviewed annually and updated as necessary to ensure the continued safety of all guests and employees.

**Policy Acknowledgment:**

 • All employees are required to review and sign this policy, confirming their understanding and commitment to upholding a violence-free environment at [Organization Name Name].

This policy provides clear guidelines for prevention, reporting, and response to violent incidents, prioritizing the safety of all guests and staff. Adjustments can be made based on local laws or specific hotel needs.