

## Submitting a Workplace Violence Incident Report

Your safety is a shared responsibility, and at CPP Enterprises Inc., we're committed to fostering a secure work environment in collaboration with University departments. If you need to report a workplace violence incident, please follow these steps:

1. **Access the Reporting link:** Begin by clicking [\[here\]](#) to view the Workplace Violence Safety Concern Form.
2. **Complete the Report:** Provide detailed information about the incident. Your report is essential to our efforts in maintaining a safe workplace.
3. **Reporting Other Safety Concerns:** If you have broader workplace safety concerns, you can reach out to Employment Services directly by:
  - a. CPPE Front Desk 909-869-4204
  - b. Email: [fdnhr@cpp.edu](mailto:fdnhr@cpp.edu)

For more guidance, you can review the **CPPE Workplace Violence Prevention Plan** [\[here\]](#). If needed, a copy of the CPPE Workplace Violence Incident Log can be requested by contacting the Human Resources department.

If you need additional forms, policies, or documents, please visit the [CPPE Employee Intranet](#). You'll find everything you need to stay informed and supported in our workplace.

Stay informed, stay safe, and thank you for contributing to a safe working environment at CPPE.