

Workplace Violence

The purpose of this policy is to promote a safe work environment.

Policy:

The Company is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, coercion and other disruptive behavior.

Violence, threats of violence, harassment, coercion, intimidation and other disruptive behavior in our workplace will not be tolerated. "Workplace" is broadly defined and includes meetings with customers, business lunches and other off-site meetings.

Workplace violence includes, but is not limited to, violence against any employee or visitor that takes place in the workplace and that involves:

- Physical acts of violence against a person or their property
- Verbal or written threats, vicious statements, cartoons or notes and other verbal or written conduct that a reasonable person would perceive to be harmful, cause fear or threatening or intending to convey injury or hostility
- Possession of a firearm or other weapon in violation of the Company's Weapons, Firearms and Dangerous Instrumentalities Policy
- Jokes or offensive comments regarding violent events will be taken seriously and will not be tolerated.

Individuals who commit such acts may be removed from the premises and may be subject to a mandatory EAP referral, disciplinary action up to and including immediate termination of employment and/or criminal prosecution.

Employees must report incidents, threats or acts of physical violence immediately to the local Human Resources representative, the Site Manager, or via the Business Conduct Alertline. Management is obligated to report this type of behavior to the local Human Resources representative. All reports of incidents will be taken seriously and will be dealt with appropriately.

This policy is intended to comply with existing legal provisions requiring employers to provide a safe workplace. It is not intended to create any obligations beyond those required by existing law. In the event of conflict between this policy and applicable state law, the state law shall supersede.