



Violence in the Workplace

The Company is very concerned about the safety and security of its personnel. Therefore, we have developed this policy to deal with potential violence in the workplace.

Company Response to Violation of This Policy

If an investigation finds that violations of this policy have occurred, the Company will take appropriate action. This action may include, but is not limited to:

- suspension and/or termination of any business or employment relationship
 - transfer or reassignment of job duties
 - suspension of employment
 - seeking arrest and prosecution of the person or persons involved.
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Threatening or Violent Behavior

Threats, threatening behavior or acts of violence against employees, visitors, guests, or other individuals by anyone on Company premises or during Company work hours or social events will not be tolerated.

Any person who makes substantial threats, exhibits threatening behavior; or engages in violent acts on Company premises shall be removed from the premises as quickly as safety permits, and shall remain off Company premises pending the outcome of an investigation.

Notifying Management of Threatening or Violent Behavior

All Company employees are responsible for promptly notifying the senior manager in charge of the department or work site of any threats that they have witnessed, received, or have been told that another person has witnessed or received, or that they regard as threatening or violent. This includes not only actual threats but any other behavioral problems being exhibited by a co-worker

Weapons

Weapons of any type or devices designed to inflict injury or cause physical damage, are not allowed on Company premises.

