



## **WORKPLACE VIOLENCE PREVENTION**

The Company is committed to preventing workplace violence and to maintaining a safe work environment. The purpose of this policy is to minimize the risk of personal injury to Team Members and damage to Company property. We specifically discourage Team Members from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage Team Members to exercise reasonable judgment in identifying potentially dangerous situations and informing management accordingly. Threats, threatening language, or any other acts of aggression or violence made toward or by any Company Team Member will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, attempts to intimidate or to instill fear in others, menacing gestures, flashing weapons, stalking, or any other hostile, aggressive, injurious and/or destructive actions undertaken for the purpose of domination or intimidation. Weapons are prohibited on Company premises unless such prohibition is restricted by applicable law.

All potentially dangerous situations, including threats by co-workers, and all suspicious individuals or activities should be reported as soon as possible to a manager. Team Members must not place themselves in peril. Team Members who see or hear a commotion or disturbance near their work station should not try to intercede or see what is happening. Instead, they should immediately report the incident to a manager. Reports of threats may be made anonymously but reports of threats of violence should be as specific and detailed as possible. All threats will be promptly investigated. No Team Member will be subject to retaliation, intimidation, or discipline as a result of reporting a threat under this policy.

If an investigation confirms that threat of a violent act or violence itself has occurred, the Company will take appropriate corrective action. Anyone, regardless of position or title, whom the Company determines has engaged in conduct that violates this policy, including retaliation, will be subject to discipline, up to and including termination.