

## **BACHMAN MACHINE COMPANY CORPORATE POLICY**

Effective Date: 04-01-2000 Supersedes Policy No. \_\_\_\_\_ Date: \_\_\_\_\_

**SUBJECT:** PREVENTION OF WORKPLACE VIOLENCE

**Objective:** The objective of this policy is to provide written guidelines as to the designation of what constitutes workplace violence and to provide a logical way of assuring that Bachman Machine Company complies with all legislation that requires that a safe workplace be provided for all employees. Secondly, this policy shall identify the actions for the reporting, investigating, identifying, and resolving any situations regarding workplace violence.

**Scope:** The scope of this policy applies to all locations of the Bachman Machine Company and to all subsidiary operations.

**Policy Statement:** Bachman Machine Company is committed to preventing workplace violence and maintaining a safe and productive work environment for all employees. Given the increasing violence in today's society in general, Bachman Machine Company has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur at the workplace or on the premise during the regular course of business.

**General:** All employees, including managers, supervisors and temporary employees, shall be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on any individual's sex, race, age, or any other characteristic protected by federal, state, or local laws.

**Weapons:** Bachman Machine Company prohibits any concealed or unconcealed weapons of any kind to be brought onto any Company property, including parking lots. This includes, but is not limited to, firearms, ammunitions, bombs, explosives, knives, or other dangerous materials or weapons of any type.

## Definitions:

Threat- A communicated intent to inflict physical, emotional, or other harm on any person or property that is spoken, written, implied or suggested.

Threatening Behavior- Any behavior, either overt or implied, that is provoking and/or unsafe, which by its very nature could cause physical, emotional, or any other harm to any employee or property. Any unusual, bizarre, or menacing behavior or statements that a reasonable individual would interpret as carrying the potential for violence.

Physical Attack- Aggression resulting in a physical assault or an assault attempted with or without the use of any weapon.

Workplace Violence- Unjustified or unwanted use of physical force as to injure, damage, or abuse an employee or property or any attempted act or act of physical or emotional aggression or harm by an individual that occurs at the workplace.

Reporting Threatening Behavior: All threats of (or actual) violence, both direct or indirect, should be reported as soon as possible to an employee's supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or any other member of the public. When reporting a threat of or actual violence, the individual should be as specific and detailed as possible. All suspicious individuals or activities should be reported as soon as possible to a supervisor. An employee should not place his or herself in peril. If an employee sees or hears a commotion, disturbance or actual "fight" at or near his/her workstation, he/she should not try to intercede. Report it immediately to the supervisor.

Investigation of Threats or Violence: Bachman Machine Company will promptly and thoroughly investigate all reports of threats of (or actual) violence and suspicious individuals or activities. The identity of the individual making the report will be protected as much as practical. In order to maintain workplace safety and the integrity of its investigation, Bachman Machine Company may elect to suspend employees, either with or without pay, pending the outcome of its investigation. Anyone determined to be responsible for threats of (or actual) violence or other violations of these guidelines or who violates the letter or spirit of this policy will be subject to prompt disciplinary actions, up to and including termination of their employment.

Resolution of disputes: Bachman Machine Company encourages all employees to bring their disputes or differences with other employees or members of the management team to their immediate supervisor or to the Human Resources Department before the situation escalates into potential violence. Bachman Machine Company is eager to assist in the

resolution of employee's disputes, and/or differences of opinions, and will not discipline an employee for raising such a concern.

Retaliation: Under no circumstances will any retaliation be tolerated against any employee who reports an act of violence or who notifies management of any threats of (or actual) violence made by another employee.

Examples of behavior prohibited under this policy may include, but are not limited to the following:

- Threatening, intimidating, cursing, provoking, bullying, harassing any employee.
- Physical attacks or fighting, regardless of actual contact with the other employee, abusive behavior, language, symbol or hand gestures
- Sabotaging, defacing, damaging, or destroying property, including that belonging to Bachman Machine Company, customers, vendors, suppliers, or other employees.
- Having any type of concealed or unconcealed weapon on your person, in a locker, tool box, in a vehicle, etc., on the Company premises.

Effects: The effect of this policy shall be to:

- Prohibit employees from possessing and/or bringing weapons of any kind onto the Company premises.
- Identify those actions that, if followed, will provide a workplace that is safe for all employees.
- Designate the reporting process to be used by anyone reporting any threats, suspicious people or activities, and/or any physical or emotional violence that may occur on the Company premises.
- Make known the potential for disciplinary action for those individuals who may violate the workplace violence policy.
- Identify by definition what constitutes threatening behavior, a physical attack and/or workplace violence, as well as, identifying many of those behaviors that are prohibited under this policy.