



## 6.3 Violence in the Workplace

1. **Scope and Purpose** - The Company is committed to providing a safe workplace for its employees and others who on Company premises. This policy defines unacceptable behaviors and reporting procedures. However, nothing in this policy is intended to prevent quick action to stop or reduce the risk of harm to anyone, including requesting immediate assistance from law enforcement or emergency response resources. When confronted with an imminent threat of workplace violence, police authorities should be notified immediately by calling 911.
2. **Definition of Workplace Violence** - The term “workplace violence” includes physical acts of violence and any conduct that is offensive or intimidating enough to result in another individual becoming reasonably fearful or apprehensive about his or her safety or the safety of his or her family or property. This could include physical intimidation, violence, and threats of violence against employees, or customers, vendors, contractors, visitors, third parties or any other person engaged in business with or on behalf of the Company on or off of Company premises. Workplace violence can also include stalking (including physical, email, text telephone or any other form of communication), possession of a firearm or other weapons in the workplace, threats about, or intentional damage to, the property of employees, customers, contractors, vendors, visitors, third parties or any other person engaged in business with or on behalf of the Company. Physical intimidation, violence and threats of violence that occur away from the workplace, but which affect an individual’s ability to work or provide services to the Company, may be considered workplace violence under this policy.
3. **Prohibited Acts and Threats of Workplace Violence** - The Company prohibits any acts or threats of workplace violence, whether expressed or implied, by or against any employee or person providing services to the Company or located on Company premises. Any conduct that creates an intimidating or threatening working environment will not be tolerated. If a violation of this policy is committed by an employee, the Company will take appropriate disciplinary action, up to and including termination. The Company will investigate reported incidents and/or concerns. As a part of its investigation, the Company may consult with law enforcement authorities or other resources, as it deems appropriate, and may require professional assessments to determine whether an individual presents a threat to himself/herself or others in the workplace.
4. **Weapons in the Workplace** - The Company strictly prohibits employees or any person providing services to the Company or located on Company premises from possessing weapons of any kind at the workplace. The workplace includes any property owned, leased or occupied by Company employees or persons providing services to the Company. This specifically includes Company parking areas except where otherwise required by state or

local law. The prohibition explicitly includes, but not limited to, firearms of any type, including those for which the holder has a legal permit, knives, mace and bows and arrows.

5. Search and Seizure - The Company will conduct inspections to the extent the Company considers necessary to reduce the risk of workplace violence and to ensure compliance with Company policies including, but not limited to, the Company's Alcohol and Drug-Free Workplace Policy. Company searches may be conducted without persons being present, without consent, and without notice. Inspections of an employee's personal effects will be conducted in the presence of the employee when possible. Entry onto any Company property or facility, including parking areas, is deemed consent to an inspection that may include, but is not limited to, person, vehicle, packages, parcels, purses, handbags, briefcases, lunch boxes, and any other items carried or worn to and from Company premises.

Submission to Company inspections is a condition of employment. Employees who refuse to cooperate with Company inspections conducted pursuant to this policy shall not be forcibly inspected, but will be subject to discipline up to and including termination. Other persons failing to cooperate with Company searches will not be permitted to enter Company premises.

Searches of Company premises and property may include, but are not limited to, offices, workspaces, cubicles, living quarters, desks, files, computers (including stored documents, calendars, electronic mail and diskettes), lockers, vehicles owned or leased by the Company or its employees, cell phones, smart phones, and any other property owned or leased by the Company and provided for employee or non-employee use.

The Company may use any reasonable method available to conduct searches. Reasonable methods include, but are not limited to, metal detectors, x-ray machines, and trained animals. The searches may be conducted by authorized Company and/or non-Company personnel.

6. Reporting Violations - It is the responsibility of each and every employee to contribute to a safe working environment. Although workplace violence cannot always be predicted or prevented, employees can do their part to prevent workplace violence by reporting any threats or acts of workplace violence to their supervisor or other member of management, Human Resources, or the Company's Ethics Hotline 855-858-3344 or [www.integrareport.com](http://www.integrareport.com).

If an employee has obtained a protective order against any individual, the employee must notify his/her supervisor or other member of management, or Human Resources about the protective order if the employee believes that there is any potential danger to themselves, to other employees, or to persons on Company premises.

7. Company Action - The Company will promptly respond to any incident, threat or report of violence. Employees who engage in workplace violence may be subject to discipline up to and including termination of employment. Contractors, suppliers, vendors and other third

parties who engage in workplace violence will be removed and barred from Company premises.