



WORKPLACE VIOLENCE POLICY

DOC #: PL_HYP_HR009

It is the Company's goal to have a workplace free from acts or threats of violence and to respond effectively in the event that such acts or threats do occur.

Workplace violence is any intentional conduct that can be considered sufficiently severe, offensive or intimidating, to cause an individual to reasonably fear for their personal safety or the safety of their family, friends or property. This may include fear that the work environment created is one that is hostile, abusive and/or intimidating for them or other employees.

Examples of workplace violence include, but are not limited to:

- Threats or acts of violence occurring on Company property;
- Threats or acts of violence occurring off Company property;
 - involving an employee if the threats or acts affect the business interests of the Company;
 - involving someone who is acting in the capacity of a representative of the Company;
- All threats or acts of violence occurring off Company property of which an employee is a victim if the Company determines that the incident may lead to an incident of violence on Company property

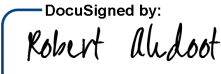
Examples of conduct that the Company may consider to be a threat or act of violence under this policy may include, but are not limited to:


- Threatening physical or aggressive contact towards another person;
- Threatening a person or their family, friends or property with harm;
- Intentional destruction or threat of destruction of property belonging to the Company or another person;
- Harassing or threatening phone calls, text messages or other types of communication;
- Verbal abuse;
- Stalking;
- Engaging in behavior that subjects another person to emotional distress
- Veiled threats of physical harm or intimidation;
- Communicating the endorsement of inappropriate use of a weapon or firearm;
- Threatening to use or using a weapon while on Company premises, on Company-related business, or during job-related functions

This policy applies to all persons involved in the operation of the Company, including temporary employees, contractors, visitors and other non-employees on the Company's property.

All threats or acts of violence should be reported immediately to your supervisor or a member of the Human Resources department.

Employees found to have engaged in prohibited practices under this policy may be subject to immediate termination of employment.

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 President

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