**Workplace Violence Policies (Standard)**

It is the company's goal to minimize the opportunities for violence in the workplace. Accordingly, the company has adopted the following policies:

**Weapons:** Weapons are not permitted on our premises, our parking lots, or in company vehicles.

**Drugs and Alcohol:** Employees are not to be under the influence of alcohol or drugs at work, on companypremises, in company vehicles, or at company functions. This policy will be coordinated with our drug and alcohol policy as well as with our fitness for duty policy.

**Training:** All employees are expected to attend annually the training regarding security in the workplace.All employees are expected to be familiar with our alarm system and the steps to maintain their personal safety.

**Robbery:** In the event of a robbery, all money is to be given to the robber and employees are to cooperatefully. All employees are expected to be familiar with the steps to be taken in the event of a robbery.

**Visitors:** All visitors are to sign in. All visitors are to be escorted by an employee at all times.

**Exterior Entrances:** All exterior entrances are to be locked at all times except for the front door. No doorsare to be propped open.

**Alarm Systems:** Alarm systems are to be checked at least every six months to ensure that they are inworking order.

**Public Announcement Emergency Code:** In the event that the receptionist believes an individual in ourwaiting area may be violent, she will page Mr. Henry Jones. The following persons are responsible for dialing 911 in the event of such a page:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Cameras:** The company has placed security cameras in strategic locations. No employee is to take anyaction to interfere with their operation. If any employee observes a nonfunctioning camera, he or she is to report it immediately to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Company Vehicles:** Employees are not to pick up strangers, hitchhikers, or other individuals not well-known to them in a company vehicle. For example, an individual who is a long-time customer of the company may ride in the company vehicle, but a new customer may not.

**Security Guards:** The company does not routinely use security guards. For special events, when there is aperceived need for security, off-duty police officers are to be used.

**Prosecution:** Any individual engaging in violence against the company, its employees, or its property, willbe prosecuted to the full extent of the law.

**Discipline:** Any employee who engages in violence, fighting, loud arguing, or similar actions is subject todiscipline, including immediate discharge.

**Review:** This policy will be reviewed at least annually.