

1.1 PURPOSE

1.1.1 The purpose of this policy is to provide TERRY R PITT CONSTRUCTION employees guidance that will maintain an environment that is free of violence and the threat of violence. TERRY R PITT CONSTRUCTION wants to prevent internal or external theft of information or equipment, as well as prevent violence of any sort from occurring either between coworkers, from a non-employee to an employee or company assets, or from an employee to the company. TERRY R PITT CONSTRUCTION maintains a zero-tolerance standard of violence in the workplace.

1.2 RESPONSIBILITIES

1.2.1 The safety department will act as a threat assessment/crisis management team that will, along with other duties, help to implement this policy, oversee company response to and evaluate any instance of, reported workplace violence.

1.2.2 TERRY R PITT CONSTRUCTION's management team is committed to the prevention and reduction of jobsite related security breaches and incidents.

1.2.3 Supervisors are responsible for ensuring that their employees abide by all security policies and procedures, as well as notify the safety department of any security related problems.

1.2.4 Employees are responsible for complying with all security policies and procedures and notifying their immediate supervisor or the safety department of any security-related problems.

1.3 PROHIBITED BEHAVIOR

1.3.1 Violent behavior of any kind or threats of violence, either implied or direct, are prohibited at TERRY R PITT CONSTRUCTION, at TERRY R PITT CONSTRUCTION properties, and at company sponsored events. Such conduct by a TERRY R PITT CONSTRUCTION employee will not be tolerated.

1.3.2 Retaliation against persons who make a complaint regarding violent behavior or threats of violence made to them is also prohibited.

1.3.3 In keeping with this policy, TERRY R PITT CONSTRUCTION prohibits employees from engaging in any act either on company premises or during work-related duties that:

1.3.3.1 Threatens the safety of an employee and/or customer.

1.3.3.2 Affects the health, life, or well-being of an employee and/or customer.

1.3.3.3 Results in damage to company, employee, or customer property.

1.3.4 Such acts include, but are not limited to:

1.3.4.1 Direct threats or physical intimidation

1.3.4.2 Implications or suggestions of violence

- 1.3.4.3 Stalking
- 1.3.4.4 Physical restraint, confinement
- 1.3.4.5 Assault of any form
- 1.3.4.6 Possession of weapons of any kind on company property, including parking lots or other exterior premises, or while engaged in activities for TERRY R PITT CONSTRUCTION in other locations or at company sponsored events, unless such possession or use is a requirement of the job
- 1.3.4.7 Dangerous or threatening horseplay
- 1.3.4.8 Loud, disruptive, or angry behavior or language that is clearly not part of the typical work environment
- 1.3.4.9 Blatant or intentional disregard for the safety or well-being of others
- 1.3.4.10 Commission of a violent felony or misdemeanor on company property
- 1.3.4.11 Any other act that a reasonable person would perceive as constituting a threat of violence
- 1.3.4.12 Threatening, intimidating, coercing, harassing, or assaulting an employee or customer.
- 1.3.4.13 Sexually harassing an employee or customer
- 1.3.4.14 Carrying concealed weapons on company property
- 1.3.4.15 Allowing unauthorized persons access to the building or confidential information without management's permission
- 1.3.4.16 Using, duplicating, or possessing keys to the building or offices within the building without authorization
- 1.3.4.17 Stealing or attempting to steal property of the company, an employee, or customer
- 1.3.4.18 Damaging or attempting to damage property of the company, an employee, or customer

1.4 PHYSICAL ACCESS

- 1.4.1 It is the company's policy to control physical access to the facility and its assets as one method of reducing the potential of conflict with other persons outside of the workforce. It is in the best interest of every employee to follow all procedures listed here.
- 1.4.2 Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, must supply a copy of the signed order to their supervisor. The supervisor will provide copies to the safety department and human resources department.

- 1.4.3 TERRY R PITT CONSTRUCTION will institute appropriate control measures to reduce or eliminate security incidents. This may include, but is not limited to: restricted access areas, security cameras, security alarms, fencing, lighting, background checks, security guards, time lock safes, and other appropriate and common security measures.

1.5 BACKGROUND CHECKS

- 1.5.1 It is in the best interest of TERRY R PITT CONSTRUCTION to screen all applicants for a history of violence, including convictions for criminal offenses. It is company policy to check the backgrounds of all job applicants for criminal records and evidence of violent acts of behavior in an objective and fair manner.

1.6 REPORTING AND INVESTIGATING

- 1.6.1 An employee who is the victim of violence, believes they have been threatened with violence, or witnesses an act or threat of violence towards anyone else will take the following steps:
- 1.6.1.1 If an emergency exists and the situation is one of immediate danger, employees must contact local police officials by dialing 9-1-1 and take whatever emergency steps are available and appropriate to protect themselves from immediate harm, such as leaving the area.
 - 1.6.1.2 If the situation is not one of immediate danger, employees will report the incident to their supervisor or safety department as soon as possible to complete an *Incident Investigation Report*.
- 1.6.2 Security incidents shall be reported by company employees to their supervisor immediately. If a security incident occurs at the facility of a host employer/hiring client, then the host employer/hiring client shall also be notified immediately.
- 1.6.3 In keeping with a zero tolerance of workplace violence, all reported incidents will be investigated. In the interest of a safe and productive workplace, an employee who engages in prohibited conduct will be subject to appropriate disciplinary action, as determined by the findings of a fair and impartial investigation. Such discipline may include warnings, reprimand, suspension, or immediate termination. In addition, certain actions may cause the employee to be held legally liable under state and/or federal law.
- 1.6.4 It is the responsibility of all employees to report incidents of theft, misuse, or destruction of property to management. All incidents involving theft, destruction, or misuse of company assets, resources, and property and/or employees' personal belongings must be reported. Reports are to be made directly to the operations manager within 24 hours.
- 1.6.5 Acts of violence or threats will be investigated immediately in order to protect employees from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. The employee's supervisor will initiate an investigation into potential violation of work rules/policies. The operations manager will refer the matter to local police for their review of potential violation of civil and/or criminal law, if necessary.
- 1.6.6 Procedures for investigating incidents of workplace violence include:

- 1.6.6.1 Visiting the scene of an incident as soon as possible
 - 1.6.6.2 Interviewing injured and threatened employees and witnesses
 - 1.6.6.3 Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator
 - 1.6.6.4 Determining the cause of the incident
 - 1.6.6.5 Taking mitigating action to prevent the incident from recurring - Recording the findings and mitigating actions taken
- 1.6.7 An incident investigation will be completed when a jobsite security incident occurs. The goal of the investigation is to identify root causes and take corrective action to reduce the potential for future security related incidents.
- 1.6.8 In appropriate circumstances, TERRY R PITT CONSTRUCTION will inform the reporting individual of the investigation results. To the extent possible, TERRY R PITT CONSTRUCTION will maintain the confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances (ex. in order to protect individual safety).
- 1.6.9 TERRY R PITT CONSTRUCTION will conduct a risk assessment to address jobsite security risks across jobsites. Affected employees will be included in the preparation of the risk assessment.

1.7 DISCIPLINARY PROCEDURES

- 1.7.1 While workplace violence is unacceptable to the company, a fair and impartial policy is in place to assure employees of fair and equitable treatment when accused or found in violation of this policy.
- 1.7.2 Episodes of workplace violence can only be eliminated if employees are willing and able to report threats, violent acts, and other unsafe conditions. To encourage employees to come forward without the fear of retaliation, the company promises to promptly investigate all complaints of retaliation and impose appropriate disciplinary action, up to and including termination.
- 1.7.3 An employee who exhibits violent behavior may be subject to criminal prosecution and will be subject to disciplinary action up to and including dismissal. Violent threats or actions by a non-employee may result in criminal prosecution. TERRY R PITT CONSTRUCTION will investigate all complaints filed and will also investigate any possible violation of this policy of which we are made aware.

1.8 TRAINING

- 1.8.1 It is in the best interest of the company and all of its employees to be well informed on the nature of, and self-defense against, workplace violence. To that end, training is mandated under this policy.
- 1.8.2 Many security measures have been presented, but without the dedication of employees, the effectiveness of TERRY R PITT CONSTRUCTION's site security will be greatly diminished and some measures may not work at all. It is our goal to raise employee dedication to, and involvement in, our plan by providing security awareness training to employees.

- 1.8.3 The safety department will provide training and instruction on general workplace security practices for employees, including supervisors.
- 1.8.4 Training and instruction will be provided as follows:
 - 1.8.4.1 To all current employees when the policy is first implemented
 - 1.8.4.2 To all newly hired employees, supervisors, or employees given new job assignments for which specific workplace security training for that job assignment has not previously been provided
 - 1.8.4.3 To affected employees whenever management is made aware of a new or previously unrecognized hazard or anytime the company changes or updates policies and/or procedures
- 1.8.5 Workplace security training and instruction includes, but is not limited to, the following:
 - 1.8.5.1 Preventive measures to reduce the threat of workplace violence, including procedures for reporting workplace security hazards
 - 1.8.5.2 Methods to diffuse hostile or threatening situations
 - 1.8.5.3 Escape routes
 - 1.8.5.4 Explanation of this policy
- 1.8.6 Specific instructions will be provided to all employees regarding any workplace security hazards unique to their job assignment.

