

POLICY NAME: Workplace Violence
Effective Date: January 1, 2018

Purpose

Employees will be trained in a consistent manner to pack client belongings, including the use of proper size, weight, and box type; the use of efficient packing materials; and the taping and marking of packed boxes.

Purpose:

To promote and maintain zero tolerance for workplace violence and to provide guidelines to follow in the event of workplace violence.

Scope:

All entities included now or hereafter on the organizational chart of Golden Bridges, Inc. which individually may be referred to as a "Golden Bridges Entity" or collectively as "Golden Bridges". Such entities presently include Golden Bridges, Inc., Inc., a branch locations and its . For purposes of this document, the term "Golden Bridges Entities" means all of these organizations.

The scope of this policy is for the Golden Bridges, Inc. employees.

Policy:

Golden Bridges, Inc. is committed to the safety of individuals working on any Golden Bridges, Inc. premises or on assignment on Golden Bridges, Inc.'s behalf. Every reasonable effort will be made to prevent violent incidents, threats and intimidation

during the course of Golden Bridges, Inc. related business. Conduct and behaviors of physical violence, threats or intimidation by individuals may result in disciplinary action up to and including termination and/or other appropriate action.

Individuals will conduct themselves in such a way to prevent the possibility of any conflicts or acts that would create a violent, abusive or unsafe workplace environment for themselves or others.

It is the policy of the Golden Bridges, Inc. to facilitate accurate and timely reporting of incidents including law enforcement authorities when appropriate. Any victim of workplace violence, are encouraged to file criminal charges.

Golden Bridges, Inc. will not permit retaliation against anyone who, in good faith, brings a complaint of workplace violence or speaks as a witness in the investigation of a complaint of workplace violence.

Procedure:

Management Responsibility – Management will foster an environment that is safe and free from workplace violence and will take action immediately to help reduce the effects of workplace violence and/or verbal or physical abuse. Management is expected to:

- Make staff members/individuals aware of the policy to promote zero tolerance for violent behaviors
- Abide by the policy and demonstrate commitment to the safety and health of “individuals”
- Support training/education that helps staff identify and respond to violence in the workplace
- Encourage staff/individuals to promptly report threats, near misses, and incidents and to offer suggestions on ways to reduce or eliminate risks of workplace violence. If management observes

or becomes aware of any threatening behaviors in the workplace, the following procedure should be followed:

1. Report all acts or threats of violence to Owners of Golden Bridges, Inc., as soon as practicable during/ following the incident. Local law enforcement should be alerted if the situation warrants that level of intervention.

2. Assist in investigating allegations of workplace violence by obtaining information (and completing the Workplace Violence Investigation form – see comment at end) such as: Who was involved? What occurred? When did the incident occur? Why did the incident occur? How did the incident occur?

3. Ensure the reported workplace violence event is documented by staff/ individuals via the Occurrence report.

4. Offer prompt, compassionate and comprehensive treatment to victimized staff/ individuals and those who may be traumatized by witnessing such an event.

5. Management or a designee will confer with Owners of Golden Bridges to determine if a staff debriefing is indicated and encourage all members involved to attend. When possible, the debriefing should occur prior to the end of the shift when the incident occurred.

6. Implement any corrective actions deemed appropriate in cooperation with Human Resources, and Administration.

7. Ensure staff/ individuals who report or experience workplace violence are not subjected to reprisals.

Individual Responsibility – Individuals are to:

1. Comply with the Workplace Violence policy and other safety and security measures.

2. Conduct themselves professionally and refrain from acts or

threats of violence which may involve or affect any Golden Bridges, Inc. entity or which could occur on any of Golden Bridges, Inc.'s properties.

3. Participate in training/educational programs to help recognize potential violent behaviors in the workplace and appropriate responses.

4. Watch for signals that may be associated with impending violence and do what is reasonably possible to help defuse or avoid potentially violent situations (if confronted with a potential workplace violence situation, an individual should attempt to retreat from the situation if possible, call 911 for assistance and immediately report it to management).

5. Notify management and Owners of Golden Bridges immediately of any workplace violence incident, near miss or threats, including situations that may have occurred off-site that have the potential to impact the work environment.

6. Complete an occurrence report and provide management or designee with a detailed description of the alleged incident, the name of the person who exhibited the violent behavior if known (if the person is an employee, include the location where the threatening individual works) and any other identifying information.

7. Follow/implement any corrective actions deemed appropriate and provide suggestions on ways to reduce or eliminate such risks. If an employee is a victim of domestic violence, the employee may request time off in accordance with the "Illinois Victims Economic and Security Safety Act of 2003".

Individuals who have an order of protection, or file for one against another person, will provide that information to their Team Lead, as soon as possible, preferably within 24 hours from the time an order of protection is filed/granted.

Owners of Golden Bridges will:

1. Provide policy guidance to employees and affected individuals regarding potential workplace violence situations.

2. Utilize background checks obtained through a third party vendor when warranted.
3. Encourage staff to report threats of violent behavior.
4. Use appropriate disciplinary actions.
5. After an alleged workplace violence situation occurred or a threat has been made. For instances involving non-employed individuals, will assist in making the proper notifications to the appropriate responsible parties.
6. Encourage follow-up treatment and counseling.
7. Ensure the Violence Incident Investigation Report form is completed and a copy forwarded to the appropriate individuals for follow up.