

Workplace Violence Policy

The Company's commitment to providing a safe working environment for all employees includes a workplace that is free from any form of violence against any employee. The Company strictly prohibits employees, consultants, clients, visitors or anyone else on Company premises or engaging in a Company-related activity from behaving in a violent or threatening manner.

Definition of Workplace Violence

Violence includes, but is not limited to, threatening and intimidating behaviors, verbal comments, physical abuse, use or threatened use of weapons of any kind, including but not limited to guns, knives, mace, pepper spray, bringing any type of weapon onto Company property, vandalism, arson, sabotage or any other act that is deemed by management to be inappropriate in this regard.

Reporting Procedures

Employees who feel that they have been subjected to any type of the above inappropriate behaviors or actions should immediately report the incident to their Supervisor or to a member of Human Resources. Also, employees who observe or have any knowledge of any violation of this policy must report it immediately to their Supervisor or to Human Resources.

Further, employees should notify the Human Resources Department if any relevant restraining order is in effect, or if a potentially violent non-work related situation exists that could result in violence in the workplace.

Investigation

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the Company will inform the reporting individual of the results of the investigation. To the extent possible, the Company will maintain the confidentiality of the reporting employee and of the investigation, but may need to disclose results in appropriate circumstances, for example, in order to protect individual safety. The Company will not tolerate retaliation against any employee who reports workplace violence.

Corrective Action and Discipline

Any employee who violates this policy will be subject to immediate disciplinary action, up to and including termination. If the violent behavior is that of a non-employee, the Company will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.