



QUALITY | PRIDE | SERVICE

TOOL BOX TALK January 9, 2023 GRAY & SON WORKPLACE VIOLENCE POLICY

Purpose: The Company maintains a standard of zero tolerance for violence in the workplace. The purpose of this Policy is to provide guidance to employees in maintaining an environment at Company properties, worksites, events, and other workplace related interactions that is free from violence and the threat of violence.

Policy: Violent behavior of any kind or threats of violence either implied or direct, are prohibited at Company properties, work sites, events, and other workplace related interactions. An employee who violates this Policy may be subject to criminal prosecution and shall be subject to disciplinary action up to and including dismissal. Similarly, workplace-related violent threats or actions by a non-employee may result in criminal prosecution against that non-employee. The Company will investigate all complaints, incidents, and any alleged violations of this Policy. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence or who participates in an investigation of Workplace Violence is also prohibited.

Prohibited Behaviors: Workplace Violence may include, but is not limited to, the following list of prohibited behaviors. Such behaviors will not be tolerated whether committed by employees or directed toward employees by members of the public:

1. Direct threats or physical intimidation
2. Provoking or instigating a fight
3. Implications or suggestions of violence
4. Stalking
5. Possession of weapons of any kind on Company property or worksites, including parking lots, other exterior premises or while engaged in activities for the Company in other locations, or at Company-sponsored events, unless such possession or use is a requirement of the job
6. Assault of any form
7. Physical restraint or confinement
8. Dangerous or threatening horseplay
9. Loud, disruptive, or angry behavior or language that is clearly not part of the typical work environment
10. Blatant or intentional disregard for the safety or well-being of others
11. Commission of a violent felony or misdemeanor on Company property
12. Any other act that a reasonable person would perceive as constituting a threat of violence

We are an equal opportunity employer

