

10.6.22

## WORKPLACE VIOLENCE PREVENTION

**WE BUILD A SAFE PLACE TO WORK.**

To ensure a safe workplace and to reduce the risk of violence, all employee-owners should review and understand all provisions of our workplace violence policy.

### PROHIBITED CONDUCT

The Company does not tolerate any type of workplace violence committed by or against employee-owners. Employee-owners are prohibited from making threats or engaging in violent activities. This list of behaviors provides some (but not all) examples of conduct that is prohibited:

- Intentionally causing physical injury to another person
- Making threatening remarks
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging Company property or property of another employee-owner
- Unlawfully carrying firearms or any other dangerous weapons while on Company premises, jobsites, or premises leased or owned by the Company
- Committing acts motivated by, or related to, sexual harassment or domestic violence

### REPORTING PROCEDURES

Any potentially dangerous situations must be immediately reported to a supervisor or the human resources team. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of the investigations will be discussed with appropriate parties. The Company will actively intervene at any indication of a possibly hostile or violent situation.

### INDIVIDUAL SITUATIONS

While the Company does not expect employee-owners to be skilled at identifying potentially dangerous persons, employee-owners are expected to exercise good judgment and to inform the human resources team if any employee-owner exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Displaying overt signs of extreme stress, resentment, hostility, or anger
- Making threatening remarks
- Showing sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior

### DANGEROUS/EMERGENCY SITUATIONS

Employee-owners who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual.

Employee-owners should remain calm, make constant eye contact, and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee-owner or others, such notice should be given. Otherwise, employee-owners should cooperate and follow the instructions given.

### SUSPICIOUS PERSON RESPONSE

**We are always alert** - In the event that a suspicious person enters a jobsite or Company facility, all employee-owners are to follow the procedures below.

- **In the Field**
  - + If you suspect violence to be a possibility, or a situation escalates to violent behaviors, call 911.
  - + If possible, distance yourself and limit engagement from/with the threat.
- **In the Office**
  - + If you suspect violence to be a possibility, contact the front desk. This will allow them to take necessary precautions and execute proper protocols.
  - + Should the situation escalate to violent behaviors, call 911.
  - + If possible, distance yourself and limit engagement from/with the threat.

**” IF YOU SEE SOMETHING SAY SOMETHING.**

### ENFORCEMENT

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee-owner determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employee-owners engaged in violent acts on the Company's premises will be reported to the proper authorities and fully prosecuted.



**WELL, THAT ESCALATED QUICKLY  
IF A DANGEROUS OR EMERGENCY SITUATION ARISES THAT  
CANNOT BE DE-ESCALATED, EMPLOYEE-OWNERS MAY  
CONTACT EMERGENCY SERVICES BY DIALING 911.**