



WORKPLACE VIOLENCE

Innovations Manufacturing, Inc. (the Company)

Version: 2

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Purpose

Violence against employees occurs in a variety of circumstances and situations including acts perpetrated by disgruntled co-workers or former co-workers, and domestic incidents that spill over into the workplace. It is the Company policy to promote a safe environment for our employees and the visiting public, and to work with our employees to maintain a work environment that is free from violence, harassment, intimidation, and other disruptive behavior. The company's position in this area is that violence or threats of violence in all forms is unacceptable behavior. It will not be tolerated and will be dealt with appropriately.

Scope

This program applies to all employees.

Types of Workplace Violence

There are many different forms of workplace violence that can go on. Any type of violence or aggression to other employees is prohibited at Innovations Manufacturing. Some examples of different types of workplace violence include:

- **Physical Aggression**
 - Physical aggression is the act of hurting another person physically. While the assault is purely physical, this act can cause disruption in your work and can take a mental toll on you emotionally. You can also consider a threat made about harming you in some way an act of physical aggression. If either of these occur, report these instances to your supervisor right away.
- **Acts of Violence**
 - There are many different ways that an employee can experience violence. Any type of violence that you experience from a co-worker or superior needs reported. Some different types of violent acts include:
 - **Intimidation**
 - Intimidating employees, or making employees timid or fearful, is a form of violence. It can be a form of harassment depending on the matter that is at hand. Intimidation will not be tolerated here!
 - **Threats**
 - A threat is a statement or an intention to inflict pain, injury, damage, or another hostile action on a co-worker. While some may not consider threats a direct form of violence, they should still be reported. If a coworker has made a threat that is about physical harm to you or your property, don't be silent, let your supervisor know. Threats will not be tolerated here!
 - **Disruptive Behavior**
 - When you are at work, you are there to do your job so you can make a living. Behavior shall be appropriate and focused on doing your job. If someone is using disruptive behavior, it means their behavior is distracting and inappropriate for the workplace. Disruptive behavior will not be tolerated!

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How to Address Workplace Violence in the Moment

It is unfortunate that workplace violence has to be a reality for anyone. If you have found yourself in this situation without a supervisor present, you may be trying to decide how to address the situation in the moment. Here are a few ways that may help you:

1. Try to stay calm with the person to avoid making the situation worse.
2. Don't argue with them, it will only escalate the problem.
3. Do not argue with threats that are made, report them to your supervisor.
4. Try to diffuse the situation and leave.
5. If you feel the person is going to hurt you, yell to get someone's attention.

What To Do If You Experience Workplace Violence

It is important to talk with your supervisor if you have experienced violence at work. You may be asked to give a written statement about the situation. This will help to keep the story straight and have something in writing to document it. From there, the Company will address the situation with the other person. The Company will take whatever measures necessary to provide you with a safe environment to work in. Even if the issue started away from work and migrated into the workplace, the Company will take steps to eliminate the threat at work.

Always Report Workplace Violence & Don't Retaliate

When you are the victim of workplace violence, it can be tempting to retaliate. This is not always the best decision. If possible, try not to fight back and be confrontational. Diffuse the issue as much as possible and report to your supervisor. Walk away if at all possible.

There are times that you may feel that your problem is not taken seriously. If that has happened, take the problem to the person higher up than your supervisor. If it gets to this point, you are encouraged to discuss the issue with the Safety Director.

Company Commitment

Innovations Manufacturing is committed to making the workplace a safe environment for all employees, and we have a zero-tolerance rule in place for these types of instances. If you experience intimidation, threats, or disruptive behavior from a co-worker it is your responsibility to report this conduct to your supervisor or the Safety Director.