

Workplace Violence

- In line with the Values and Expectations of 168, the Company is committed to maintaining a safe and healthy work environment free of violence.
- Many people picture violence as a physical act, but workplace violence is broader than that. Workplace violence includes any act or threat of physical violence, harassment, intimidation, or other threatening and disruptive behavior at work.
- Prohibited conduct includes:
 - Brandishing or using a weapon;
 - Physical assault;
 - Damaging property;
 - Intimidating or scaring others;
 - Harassing, stalking, or cyberstalking; and
 - Verbal abuse including offensive, profane, and vulgar language.
- Remember, the Company's workplace violence policy prohibits any threats to engage in this conduct as well.
- Additionally, workplace violence isn't limited to violent acts by employees, it can involve and affect clients, customers, visitors and current and former employees and their family members.
- If you find yourself in a violent situation at work, what do you think your first reaction should be?
 - Run away from the attacker;
 - Ask if anyone has a weapon to use against the attacker; or
 - Stand your ground and try to reason with the attacker.
- **Answer:** You should run away from the attacker, if it's safe to do so, and exit the building, if possible. You shouldn't attempt to protect or carry personal property, which can slow you or others down.
 - If running away is impossible, move to the safest possible location.
 - Barricade yourself for additional protection and to slow down the attacker.
 - Finally, do not argue with or attempt to physically stop the aggressor.

- If you have a workplace violence concern, please report it to me, a supervisor, Human Resources, Legal, Compliance, or the Hotline. The Company investigates all reports.
- Likewise, if you feel unsafe at work for any reason, please contact Human Resources immediately. If it's an emergency, call 9-1-1 (for non-US locations please replace with correct emergency services number).
- Should you have concerns about reporting workplace violence, know that the Company prohibits retaliation against employees who make reports in good faith and takes efforts against retaliatory actions.