

# WEHR CONSTRUCTORS, INC.

## HUMAN RESOURCES POLICY & PROCEDURES

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<b>Subject:</b>	<b>Workplace Violence Policy</b>	<b>Policy No:</b>	<b>03-008</b>
<b>Approved By:</b>	<b>Dale R. Berry, CEO</b>	<b>Effective Date:</b>	<b>October 1, 2003</b>

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Wehr Constructors will not tolerate any acts or threats of violence, intimidation, or harassment by any Wehr Constructors employee, former employee or employee's spouse against any other employee on Wehr Constructors' premises or elsewhere at any time. Wehr Constructors also will not tolerate any acts or threats of violence, intimidation, or harassment against its employees, customers, or visitors on its premises at any time, or while they are engaged in business with or on behalf of Wehr Constructors on or off its premises.

All acts or threats of violence, or verbal or physical conduct that may be intimidating or harassing in nature (such as obscene, abusive or threatening language or gestures), will be taken seriously by Wehr Constructors. When Wehr Constructors receives a complaint that an employee has either engaged in, or been subject to, acts or threats of violence, or verbal or physical conduct that may be intimidating or harassing in nature, an investigation will be conducted.

During the course of the investigation, the confidentiality and privacy of all individuals involved will be respected to the extent possible. Wehr Constructors will not tolerate any form of retaliation or discrimination against any employee for making a report, or participating in any investigation under this policy, and any employee who engages in such misconduct will be subject to discipline, including termination of employment.

Any employee of Wehr Constructors who is found, after appropriate investigation, to have engaged in conduct violative of this policy against another individual will be subject to appropriate sanctions depending on the circumstances, which may include termination of employment. Additionally, Wehr Constructors will take appropriate action when dealing with former employees, or spouses visiting its facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.

In order to effectuate the purposes of this policy, employees also have a "duty to warn" their supervisors, security personnel, or project manager of any suspicious workplace activity, situations, or incidents that they observe or that they are aware of involving other employees, former employees, spouses of employees, or visitors which may be contrary to this policy. This includes, for example, threats of violence, the possession of weapons, aggressive or peculiar behavior, offensive acts, and threatening or offensive comments or remarks. An employee who has knowledge of such suspicious workplace activity, situations or incidents should make a full report to their supervisor, our Office Administrator or other official of Wehr Constructors with whom they feel comfortable discussing the matter immediately, and failure to make a report in a timely manner may subject the employee to disciplinary action.

**Administrative Responsibility:**

Office Administrator / Human Resources

**Wehr Constructors, Inc. reserves the right, in its sole discretion, to change, revise, supplement or eliminate any policy, procedure and/or benefit described above without notice.**