

## Workplace Violence Prevention

Wehr is committed to preventing workplace violence and to maintaining a safe work environment. We have adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that might occur during business hours or on our premises.

All team members, including team leaders and temporary team members, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. We prohibit firearms, weapons, and other dangerous or hazardous devices and substances from the premises of Wehr without proper authorization.

Wehr will not tolerate conduct that threatens, intimidates, or coerces another team member, a customer, or a member of the public at any time, including off-duty periods. This includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, either direct or indirect, should be reported as soon as possible to your team leader or any other member of management. This includes threats by team members as well as threats by customers, vendors, solicitors, or anyone else. When reporting a threat of violence, you should be as specific and detailed as possible.

Wehr strives to provide a workplace free from violence of any kind. For purposes of this handbook, "violence" includes, but is not necessarily limited to: actual or threatened physical violence toward an individual or group; use of physical force, harassment or intimidation, or abuse of power or authority, where the intent or impact is to control another by causing him or her pain, fear or physical harm; and any other conduct a reasonable person may perceive as actual or threatened violence. If you believed you have witnessed or been the subject of workplace violence, or if you know of a potentially violent or dangerous situation, you should immediately report it to your supervisor or Human Resources. In situations posing an imminent danger of serious bodily harm, first remove yourself from the danger and contact law enforcement (911).

Wehr will investigate reports of violence and take appropriate action, which may include discipline or termination. Wehr will not tolerate retaliation against a team member who, in good faith, reports a violation of this policy. False or baseless accusations of workplace violence can, however, have adverse consequences for the accused (and possibly others). Accordingly, accusations made in bad faith or found to have non-reasonable basis may result in discipline or termination.