



## **VIOLENCE-FREE WORKPLACE**

The Company is committed to providing a work environment free from violence. It maintains a zero tolerance policy for any acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession or use of weapons of any kind on the Company property or while conducting the Company business. Violation of this policy will result in disciplinary action, up to and including termination of employment or contract.

Representatives who feel they have been subjected to behavior prohibited by this policy or who witness or have knowledge of any actions that could be perceived as violent or that otherwise violate this policy. The representative must report the incident immediately to their supervisor or the incident can be reported to the Vice President - Operations.

All complaints will be investigated promptly and appropriate action will be taken. Representatives may also contact the appropriate law enforcement authorities if they have reason to believe there is an immediate threat to their safety and/or the safety of others. Representatives will not be retaliated against for reporting, in good faith, any conduct prohibited by this policy.