

Good Shepherd Services  
Workplace Anti-Violence Policy

I. OBJECTIVE

Good Shepherd Services, Ltd. is committed to preventing workplace violence and to maintaining a safe work environment. Good Shepherd Services has adopted the following guidelines to deal with intimidation, harassment or other threats of or actual violence that may occur on-site or off-site during work-related activities.

II. SCOPE OF POLICY

All employees are covered under this policy.

III. PROCEDURES

All employees, residents, vendors and business associates 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. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on company property or while on company business;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Conduct that threatens, intimidates, or coerces another employee, resident, vendor or business associate will not be tolerated. Good Shepherd Services's resources may not be used to threaten, stalk or harass anyone at the workplace or outside of the workplace. Good Shepherd Services treats threats coming from an abusive personal relationship as it does all other forms of violence.

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to a supervisor, maintenance department member, human resources, or any member of Good Shepherd Services Leadership Team. When reporting a threat or incident of violence the employee should be as specific and detailed as possible. Employees should not place themselves in peril nor should they attempt to intercede during an incident. While we do not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to

exercise good judgment and to inform the Human Resource Department if any employee exhibits behavior which could be a sign of a potentially dangerous situations. Such behavior includes:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior.

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

Employees should promptly inform the HR department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. Good Shepherd Services will not retaliate against employees making good-faith reports. Good Shepherd Services is committed to supporting victims of intimate partner violence by providing EAP referrals, other community support referrals, and providing time off for reasons related to intimate partner violence.

Good Shepherd Services will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Good Shepherd Service will not retaliate against employees making good-faith reports of violence, threats, or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Good Shepherd Services may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Good Shepherd Services encourages employees to bring their disputes to the attention of their supervisors or the HR department before the situation escalates. Good Shepherd Services will not discipline employees for raising such concerns.