



Workplace Violence Policy

ProLink Staffing is committed to maintaining a workplace that is free from violence, threats of violence, harassment, intimidation and any other disruptive behavior. This policy applies equally to all employees, contractors, public visitors, clients and anyone else whom employees may come into contact with during work. Any violent behavior or behavior that creates a climate of violence, hostility, or intimidation will not be tolerated, regardless of origin.

Workplace Violence can include oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm, damage to property or any intentional behavior that can cause a person to feel threatened, in or outside the workplace. Abusive behaviors, whether verbal, psychological or physical, are also considered violence. More specifically:

- Verbal abuse can be using unwelcome, vulgar, embarrassing, offensive, threatening or degrading language
- Psychological abuse is an act which provokes fear or diminishes a person's dignity or self-esteem
- Sexual abuse is any unwelcome verbal or physical advance

Employees should report any concerns or violent acts to Human Resources as soon as possible. Examples of possible behavior among coworkers include, but are not limited to:

- Violent physical contact (including fights, pushing and physical intimidation)
- Intimidating or bullying others
- Possessing, displaying or using a weapon, explosive or firearm while on company property or engaged in company business
- Threatening or abusive language that leads to tension within the work environment
- Destructive or sabotaging actions against company or employees' personal property
- Abusive or harassing phone calls
- Stalking
- Sexual or racial harassment
- Direct or indirect threats
- Violation of a restraining order
- Retaliating against any employee who reports a violation of any company policy

Any employee can report concerns or incidents to Human Resources Staff or any member of management. Should a threat or assault require immediate attention, employees should notify local police immediately. Human Resources will conduct a thorough investigation all reports of Workplace Violence. Conclusions of the investigation may include, but is not limited to, termination of employment and/or criminal prosecution of the person(s) involved.

All employees are required to display common courtesy and engage in safe and appropriate behavior on the job at all time. ProLink maintains the right to conduct periodic inspections, using reasonable methods, without employees' consent or prior notice.