

Prevention of Violence in the Workplace

The Company is committed to the welfare of its employees and to providing a professional and safe working environment. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment or coercion, which involve or affect the Company, or which occur on Company property, will not be tolerated.

Employees or third parties may not bring weapons into the workplace and may not threaten to commit any act of violence or other abusive behavior toward any employee, contract worker, customer, vendor or guest of the Company. Violations of this policy will result in disciplinary action up to and including discharge.

Examples of workplace violence include, but are not limited to, the following:

- Physically harming, threatening, intimidating, stalking or harassing conduct to an individual, group, or relative of the individual.
- Rumors, swearing, verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, theft, physical assaults, arson and murder
- Intentional disregard for the safety or well-being of others.
- Intentional destruction of Company, Customer or Co-Worker property.
- All threats or acts of violence occurring on Company premises regardless of the relationship between the Company and the parties involved.
- All threats or acts of violence occurring off Company premises involving a person acting as a representative of the Company or involving an employee of the Company if the threats or acts affect the interests of the Company
- Any threats or acts of violence resulting in the conviction of an employee of the Company, or an individual performing services for the Company, under any criminal code provision relating to violence or threats of violence which adversely affect the interests of the Company.
- Any other conduct that a reasonable person would perceive as constituting a threat of violence.

For purposes of this policy, a weapon may be defined as any type of firearm (including BB, pellet, or paint guns and toy guns), explosive devices or material, dangerous or hazardous substances, ammunition, knives, or any item designed to or intended to cause physical harm to another individual. This definition is by no means exclusive and other items not specifically mentioned may be considered weapons in the context of this policy.

Workplace violence often starts as verbal assaults or harassment and can escalate into threatening behavior, bullying, physical assaults and even deadly encounters. Even with the high levels of concern for your personal safety and safety of others, most

employees who have witnessed, overheard or experienced workplace violence did not report the incident or take other action.

Naturally, if you see triggers in a coworker, employee and or customer, you should be very concerned and report this immediately to Management and Human Resources. You can also report violence in the workplace through our anonymous reporting phone number at 1-515-334-6114.

Pay attention to behavior and situational signs that may trigger or motivate workplace violence. All individuals have his/her own normal behavior patterns. Observation of behavior that is at the extremes or outside of the normal expected behavior range may signal a problem.

Violence can be triggered by a number of things and it is very difficult to know when a person is going to be violent. While not all people show warning signs, these types of behaviors and physical signs can serve as warnings that a situation could turn violent. For example triggers/warning signs include:

1. Talking about and or mentioning hurting one's self and/or others by way of weapons, making inappropriate statements
2. Heated political discussions
3. Monitor your team and how they work together. Some team situations can cause tension and if not relieved, can fester and grow into a negative workplace causing violence and harassment. Resolve these conflicts quickly and as soon as possible.
4. Pushing the limits of acceptable conduct or disregarding the health and safety of others
5. Outbursts of disrespect for authority, swearing and/or emotional language
6. Social isolation (separating themselves from everyone else)
7. Verbalizes hope that something negative will happen to the a person he/she has a grudge with

Acknowledgement:

I acknowledge that I have received the Prevention of Violence in the Workplace policy provided by Ivy Lane Corporation (hereafter referred to as the Company). I acknowledge that I have read the materials or have had them presented to me by a member of management. I understand that the Company will not tolerate acts or threats of physical violence, including intimidation, harassment or coercion in the workplace of any kind. I also understand that any complaints of violence, harassment, discrimination or retaliation should be reported to the Company's management immediately.

Date: _____

Employee Name

Employee Signature

Employee Name

Employee Signature

Employee Name

Employee Signature

Employee Name

Employee Signature

Employee Name

Employee Signature

Employee Name

Employee Signature

Employee Name

Employee Signature

Employee Name

Employee Signature

Employee Name

Employee Signature

Employee Name

Employee Signature