

**WORKPLACE VIOLENCE / HARASSMENT POLICY**  
*(To Include State of Illinois Sexual Harassment Prevention Training)*  
**&**  
**ACTIVE SHOOTER EMERGENCY RESPONSE POLICY**

***Introduction***

This Company seeks to provide a work environment free from harassment, violence, or threats of violence against individuals, groups, or employees, or threats against company property-including partner violence that may occur on our property. This policy requires that all individuals on company premises or while representing the Company, conduct themselves in a professional manner consistent with good business practices and in absolute conformity with non-violence principles and standards.

***Definition***

For purposes of this policy, workplace harassment and violence is defined as a single behavior or series of behaviors which constitute actual or potential assault, battery, harassment, intimidation, threats or similar actions, attempted destruction, or threats to Company or personal property; which occur in a Company workplace, while using Company resources, at a Company work location, or while an individual is engaged in Company business.

***Company Response***

This Company has a zero tolerance policy that strictly prohibits use of harassment, violence, or threats of violence in the workplace and views such actions very seriously. The possession of weapons in the workplace, threats, threatening or menacing behavior, stalking, or acts of violence against employees, visitors, guests, or other individuals by anyone on any Company property will not be tolerated. Violations of this policy will lead to disciplinary actions up to and including termination of employment and the involvement of appropriate law enforcement authorities as needed.

Any person who harasses, makes substantial threats, exhibits threatening behavior, or engages in violent acts on any Company premises shall be removed from the property as quickly as safety permits, and may be asked to remain away from all Company premises pending the outcome of an investigation into the incident. People who commit these acts outside the workplace, but which impact the workplace are also violating this policy and will be dealt with appropriately. This Company reserves the right to respond to any actual or perceived acts of harassment/violence in a manner we see fit according to the particular facts and circumstances.

When threatening behavior is exhibited or acts of violence are committed, This Company will initiate an appropriate response. This response may include, but is not limited to, evaluations, reasonable suspicion review and/or external professionals, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person/persons involved.

No existing Company policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

## ***Reporting Procedure***

This Company's personnel are responsible for notifying their supervisor, maintenance manager or management representative of any harassment or threats which they have witnessed, received, or have been told that another person has witnessed or received-including those related to partner violence. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as harassment, threatening or violent, when that behavior is job related or might be carried out on a company controlled site or is connected to company employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the harassment, threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the designated representative is not available, personnel should report the harassment, threat to their department manager or another member of the management team. Regardless of who report is made to; a written report will be completed and submitted to the Safety and HR Departments.

This Company understands the sensitivity of the information requested and has confidentiality procedures, which recognize and respect the privacy of the reporting employee(s). Consistent with the values of This Company, people should act in ways that maintain respect and dignity for individuals while acting in an accountable and swift manner to address the situation.

## ***Protective or Restraining Orders***

All individuals who apply for and obtain a protective or restraining order which lists company locations as being protected areas, must provide to the designated company Safety department a copy of the petition and order.

## ***Designated Management Representatives***

- |                       |                    |                                  |
|-----------------------|--------------------|----------------------------------|
| 1. Operations Manager | 3. General Manager | 5. Administrative Office Manager |
| 2. Human Resources    | 4. Safety Manager  | 6. Immediate Supervisor          |

## ***Partner Violence and the Workplace***

This Company recognizes impact of partner violence on the workplace. Partner violence is defined by This Company as abusive behavior occurring between two people in an intimate relationship. It may include physical violence, sexual, emotional, and psychological intimidation, verbal abuse, stalking, and economic control.

This Company is committed to heightening awareness of partner violence by assisting with resources and resource materials for employees and management to aid and address the occurrence of partner violence and its effects on the workplace.

This Company intends to make assistance available to employees involved in partner violence. This assistance may include: confidential means for coming forward for help, resource and referral information, special considerations at the workplace for employee safety, work schedule adjustments, or leave necessary to obtain medical, counseling, or legal assistance, and workplace relocation (if available). In responding to partner violence, This Company will maintain appropriate confidentiality and respect for the rights of the employee involved.

This Company will not deny job benefits or other programs to employees based solely on partner violence related problems. When employees confide that a job performance or conduct problem is related to partner violence, in addition to appropriate corrective or disciplinary action consistent with company policy and procedure, a referral for appropriate assistance should be made to the employee.

### ***Leave Options for Employees Experiencing Threats of Violence***

This Company will make every effort to assist an employee experiencing threats of violence. If an employee needs to be temporarily absent from work due to threats of violence, the length of the absence will be determined by the individual's situation through collaboration with the employee, Departmental Supervisor, Human Resources and Safety Manager.

Employees, managers, and supervisors are encouraged to first explore all leave options that can be arranged to help the employee cope with the situation without having to take a formal unpaid leave of absence if available.

### ***Suggested Procedures for Safety and Protection of Employees Experiencing Threats of Violence***

#### Employee

- Encourage the employee to save any threatening e-mail or voice-mail messages. These can potentially be used for future legal action or can serve as evidence that an existing restraining order was violated.
- The employee should obtain a restraining order that always includes the workplace and keep a copy on hand. The employee may consider providing a copy to the police, his/her supervisor, security, or safety manager [or appropriate individuals/departments within your company].
- The employee should provide a picture of the perpetrator to Safety Manager who will submit picture to receptionist or applicable personnel as needed.
- The employee should identify an emergency contact person should the employer be unable to contact the victim.
- If an absence is deemed appropriate, the employee should be clear about the plan to return to work. While absent, the employee should maintain contact with the appropriate Safety Department personnel.

#### Employer

- Have calls screened or routed through receptionist, transferring harassing calls to management-or have the employee's name removed from automated phone directories.
- Limit information about employees disclosed by phone. Information that would help locate a victim or indicates a time of return should not be provided.
- If possible, temporarily relocate the employee's parking/workspace to a more secure area.
- The employer should refer employee to trained EAP professionals or other external professionals to assist the employee with development of a safety plan.

- Recommend contacting local law enforcement for situations inside/outside the workplace.

## **STATE OF ILLINOIS SEXUAL HARASSMENT PREVENTION**

*(State of Illinois Department of Human Rights PowerPoint Presentation)*

- **Sexual Harassment Is Prohibited in Illinois**
- **Employers Required to Provide Sexual Harassment Prevention Training for all Employees**
- **What Information Will Be Covered**  
*(An explanation of sexual harassment consistent with the Illinois Human Rights Act)*
- **What is Sexual Harassment**
- **Types of Unlawful Sexual Harassment**
- **Unwelcome Behavior**
- **Working Environment & Nonemployees**
- **Gender Identity, Sexual Orientation, and Third Parties (Bystanders)**
- **What Information Will Be Covered**  
*(Examples of conduct that may constitute unlawful sexual harassment)*
- **What are Examples of Inappropriate Conduct**
- **Sexual Harassment in Online Environments**
- **What Information Will Be Covered**  
*(Summary of Federal/State Statutes concerning sexual harassment and remedies available to victims)*
- **What to do if I Experience, Witness, or Become Aware of Unwelcomed Sexual Conduct**  
*(Reporting Sexual Harassment – Several Options)*
  1. Call the State of Illinois Sexual Harassment & Discrimination Helpline
  2. Report the incident to your Employer
  3. File a charge with the Illinois Department of Human Rights (IDHR)
  4. File a charge with the U.S. Equal Employment Opportunity Commission (EEOC)
- **What Information Will Be Covered**  
*(Summary of employer duties in prevention, investigation, & corrective measures of Sexual Harassment)*

## **COMPLETE PARTICIPATION RECORD & CERTIFICATION**

## ACTIVE SHOOTER EMERGENCY RESPONSE POLICY

### PURPOSE:

This policy is intended to provide guidance in the event an individual is actively shooting persons at the workplace and to comply with applicable regulations of the Occupational Safety and Health Administration (OSHA).

### POLICY

It is the policy of the Company to provide an active shooter emergency response plan to alert employees that an active shooter appears to be actively engaged in killing or attempting to kill people at the workplace.

### DEFINITIONS:

For purposes of this Policy: An **active shooter** is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people at the Company's premises. In most cases active shooters use a firearm(s) and display no pattern or method for selection of their victims. In some cases, active shooters use other weapons and/or improvised explosive devices to cause additional victims and act as an impediment to police and emergency responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses, or detonate on contact.

### PROCEDURES:

1. The first employee to identify an active shooter situation should:

As soon as possible, call their respective Company and 911 number and announce a prearranged code ("**Active Shooter**") (with the location of the incident) and a physical description of the person(s) with the weapon, and type of weapon, if known.

2. The responding employee upon notification will:

Provide an announcement or notice to all through phone extensions or email "Code: **Active Shooter** (and the location)".

3. The responding employee or any employee who is at a location distant from the active shooter, such as in a different area or floor, will immediately contact 911.

4. The phone call to 911 (from the area where the caller is safely concealed) should provide the following information to the police:

- a. Description of suspect and possible location.
- b. Number and types of weapons.
- c. Suspect's direction of travel.
- d. Location and condition of any victims

### POTENTIAL RESPONSES

In response to an active shooter event, there will be three potential courses of action

- 1) Evacuate,
- 2) Hide out,

3) Self-defense. The following guidelines identify these courses of action:

### **EVACUATE**

If there is an accessible escape path, attempt to evacuate the premises, following these recommendations:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 as soon as possible

Review both Company's posted OSHA Emergency Action Plan Expert System, and the Emergency Numbers that are located by your posting/right-to-know station.

### **HIDE OUT**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you, with these recommendations:

The hiding place should:

- Be inconspicuous
- Be out of the active shooter's view
- Provide physical protection if shots are fired in your direction (e.g., locating into a bathroom and locking the door, staying as low to the floor as possible and remaining quiet and motionless)
- Not trap you or restrict your options for movement to prevent an active shooter from entering the hiding place:
  - Lock the door
  - Blockade the door with heavy furniture if the active shooter is nearby:
  - Lock the door
  - Silence cell phones and/or pagers
  - Turn off any source of noise (i.e., radios, televisions)
  - Hide behind large items (i.e., cabinets, desks)
  - Remain quiet and motionless

## **SELF-DEFENSE**

If it is not possible to evacuate or hide, consider self-defense, with these recommendations:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the 911 dispatcher to listen  
Act against the active shooter and only when you believe your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter as follows:
- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Shouting
- Commit yourself to defensive physical actions

## **LAW ENFORCEMENT RESPONSE**

The police should arrive to respond to the emergency, follow these recommendations:

1. Comply with the police instructions. The first responding officers will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.

2. When the police arrive at your location:

- a) Remain calm, and follow officers' instructions
- b) Put down any items in your hands (i.e., bags, jackets)
- c) Immediately raise your hands and spread your fingers
- d) Keep your hands visible at all times
- e) Avoid quick movements toward officers such as attempting to hold on to them for safety
- f) Avoid pointing, screaming, and/or bellowing
- g) Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the area or to an area to which they direct you
- h) Notify Company representatives that you have evacuated the premises

3. When the police arrive the following information should be available:

- a) Number of shooters
- b) Number of individual victims and any hostages
- c) The type of problem causing the situation
- d) Type and number of weapons possibly in the possession of the shooter
- e) All necessary Company representatives still in the area as part of the Company's emergency management response
- f) Identity any description of participants, if possible
- g) Keys to all involved areas as well as floor plans
- h) Locations and phone numbers in the affected area

### **POST-INCIDENT ACTION**

When the police have determined that the active shooter emergency is under control, a designated supervisor will provide an announcement that the emergency is over by using a prearranged Code (“**All Clear**”)

### **POLICE INVESTIGATION**

After the police have secured the premises, the Company will arrange to have designated Management representatives participate in the law enforcement investigation of the incident, including identifying witnesses and providing requested documents.

### **MEDICAL ASSISTANCE**

The Company will designate Management representatives who will engage with emergency responders who provide medical assistance to injured employees, including ensuring that all required medical benefit and insurance documentation is provided.

### **NOTIFICATION OF RELATIVES**

The Company will designate Management representatives to notify relatives of any injured employees in a timely fashion.

### **OSHA**

In the event that there is a fatality, or one employee is hospitalized for treatment, OSHA must be notified. If there is a fatality, OSHA must be notified within eight (8) hours. In the event of a hospitalization of one employee for treatment, OSHA must be notified within twenty-four (24) hours.

In addition, if the fatality or injury is work-related, the Company may have to record the incident on its OSHA 300 Log within seven (7) calendar days.

### **MEDIA**

The Company will designate Management representatives who will respond to any media requests for information. Such representatives will carefully consider the nature of any such requests in order to avoid disclosing information about any person that is confidential and protected by Federal and state privacy and medical information laws and regulations and interfering with any ongoing police or internal Company investigation.



**RECEIPT**

**I have read, received & understand the Company's zero tolerance  
Illinois Sexual Harassment Prevention Training  
Workplace Harassment / Violence Policy and  
Active Shooter Emergency Response policy.  
I have also received copies of these company policies.**

---

Driver/Employee Printed Name

---

Date

---

Driver/Employee Signature

By the signature above, the Employee/Driver acknowledges he/she has been provided with the Company Policy and educational materials that explain the requirements and consequences of violating the regulations, and the Employer's policies and procedures. I acknowledge receipt of the State of Illinois Sexual Harassment Prevention Training / Workplace Harassment / Violence Policy and Active Shooter Emergency Response policy. I also understand that I am responsible for all costs and fees pertaining to and referral of any resource materials offered as informational rehabilitation or Counseling etc. This Company has a zero-tolerance policy.