

## WORKPLACE VIOLENCE

**OUR POLICY:** C&W is committed to providing a safe and non-violent working environment for our employees, clients, associates, affiliates, vendors and suppliers. To reduce the risk of violence and promote a continuously safe environment, all employees should read their additional handout entitled, "Preventing Violence in the Workplace." Employees are instructed not to allow anyone unknown to them into the building. Visitors are to be directed to the front desk reception where they will sign in to the visitor's log and receive a visitor's badge. Any threats or violent acts made by a C&W employee against another person's life, health, well-being, family or property are entirely unacceptable and cause for immediate termination.

### **Prohibited Conduct:**

- Causing deliberate physical injury to another person
- Directly or indirectly threatening by words, gestures or symbols
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects him/her to emotional distress or interferes with the individual's ability to conduct business
- Intentionally damaging employer's property or the property of another employee
- Possession of a weapon while on C&W's property or while on C&W's business or in any of its other locations including satellite offices
- Weapons include, but are not limited to, firearms, knives (other than those used for meals), explosives, swords, and clubs
- Committing to acts motivated by, related to sexual harassment or domestic violence

## **OUR PROCEDURES:**

### **Employee's Responsibilities**

1. An employee, who believes that he/she is the target of violence or the threat of violence or has witnessed violent conduct by another employee in the capacity described above, must contact Human Resources and his/her supervisor(s) immediately.
2. Any employee who has knowledge of possible or future acts of violence must report it to Human Resources and his/her supervisor immediately.

### **Supervisor's Responsibilities**

1. Any supervisor who has knowledge of possible or future threats of violence or who has witnessed workplace violence must report it to HR immediately.
2. Supervisor must call 911 in life threatening situations.

**Human Resources' Responsibilities**

1. Whenever C&W has concerns for the safety of the employees, they may secure the services of a security guard to be present during normal business hours.
2. C&W will announce the presence of the security guard to the staff.
3. HR will call 911 in life threatening situation.

## **TAPE RECORDINGS**

**OUR POLICY:** It is a violation of C&W policy to record conversations with a tape recorder or other recording device unless prior approval is received from the General Counsel.

The purpose is to eliminate the chilling effect on the expression of view that may exist when one is concerned that his/her conversations are being recorded. This concern can inhibit spontaneous and honest dialogue.

Violation of this policy will result in disciplinary action up to and including termination.

### **OUR PROCEDURES:**

#### **Employee's Responsibilities**

1. Employee will obtain approval from C&W's General Counsel when the need arises to tape record business related meetings, conference calls, etc.

#### **Supervisor's Responsibilities**

1. Supervisors will obtain approval from C&W's General Counsel when the need arises to tape record business related meetings, conference calls, etc.

#### **Human Resources' Responsibilities**

1. HR will follow up disciplinary procedures appropriate to this procedure should a violation occur.