

POLICY AGAINST VIOLENCE

The safety and security of our employees, residents, tenants, vendors, contractors and the general public are of essential importance. Therefore, threats or acts of violence made by an employee against another person's life, health, well being, family or property will not be tolerated. Employees who violate this policy will be subject to discipline up to and including immediate termination.

The following are prohibited:

1. Any act or threat of violence made by an employee against another person's life, health, well being, family, or property.
2. Any act or threat of violence, which endangers the safety of employees, residents, tenants, vendors, contractors or the general public.
3. Any act or threat of violence made directly or indirectly by words, gestures, symbols or e-mail.
4. Use or possession of a weapon on the Company's premises managed by the Company.

It is a requirement that employees report to their supervisor or [Human Resources], in accordance with this policy, any behavior that compromises the Company's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know.

To learn how to prevent workplace violence go to:

www.osha.gov/workplace_violence/wrkplaceViolence.Table.html

www.osha.gov/SLTC/workplaceviolence/index.html

www.osha.gov/OshDoc/data_General_Facts/factsheet-workplace-violence.pdf

www.fbi.gov/publications/violence.pdf

[www.opm.gov/Employment and Benefits/WorkLife/OfficialDocuments/handbooksguides/workplaceviolence/index.asp](http://www.opm.gov/Employment_and_Benefits/WorkLife/OfficialDocuments/handbooksguides/workplaceviolence/index.asp)

For a sample Workplace Violence Prevention Program go to

www.osha.gov/workplace_violence/wrkplaceViolence.PartIII.html