

# Jay Industries, Inc.

## Violence Prevention Policy

Jay Industries has a zero tolerance for violence. Actual or threatened violence will not be tolerated. In the event that an employee speaks of, displays or threatens any violence in the workplace, the employee will be subject to immediate disciplinary action, which may include termination. Violence includes threatening conduct or language, physically harming another, shoving, pushing, harassing, intimidating, coercing or brandishing a weapon.

It is everyone's business to prevent violence in the workplace. Employees must conduct themselves with respect and dignity to all employees and visitors. It is the absolute duty of all employees to behave in such a manner and to observe and report those conditions or situations where employee or visitor behavior creates or poses a risk of harm or threat to others.

Any employee that becomes aware of any violence or threat of violence committed by any employee shall immediately notify his or her supervisor of the incident and the names of the person(s) involved.

*We must all be on guard against violence!*