

## **The Policy**

CDI prohibits and does not tolerate the following types of behavior:

- Threatening, intimidating, coercive, abusive, harassing, or violent verbal, written, or physical behavior, or the suggestion of such behavior, toward others, including co-workers, customers, vendors, and visitors to CDI premises or work sites;
- An employee, customer, vendor, or visitor, other than properly authorized law enforcement personnel, possessing firearms, explosives, or other weapons anywhere on CDI property (including company vehicles) or while conducting company business;
- Fighting on the job or while conducting company business;
- Willfully destroying company property or the property of others;

Any employee who exhibits violent behavior is subject to disciplinary action up to and including dismissal.

This policy applies to employees, customers, vendors, and visitors to CDI facilities. It also applies to situations occurring anywhere CDI business is conducted. CDI is committed to providing a safe and secure work environment for employees and others conducting business on its premises.

## **Take Precautions**

Some precautions that employees and supervisors can take to prevent violence in the workplace include:

- Treating co-workers and others with respect and dignity;
- Being alert to situations that might trigger a violent act;
- Increasing employee awareness of the steps to take to protect the workplace and those in it from violent acts;
- Questioning anyone not recognizable on CDI premises, and immediately notifying property management or building security if the person cannot account for him/herself;
- Providing an escort to visitors on CDI premises.

## **Signals of Potential Violent Behavior**

Signs that might indicate actual or the potential for violent behavior include:

- Direct or indirect physical assaults or threats (e.g., a person who strikes or threatens to strike another with a weapon, fist, or other object);
- Direct or indirect verbal or written threats to or about another;
- Certain physical actions such as trying to intimidate others, displaying a weapon to test reactions, or trying to gain access to places that are “off-limits;”
- A history of aggressive or violent behavior coupled with any of the above signs.

In situations posing an immediate threat to life and/or property (e.g. someone with a weapon), employees are to notify a manager or, if time or circumstances don't permit, call building security or, in locations where there are no security personnel, call the local police.