



## **WORKPLACE VIOLENCE**

The corporation is committed to a workplace free from harassment and hostility, to include verbal and non-verbal threats and related actions, as recommended by OSHA. The corporation ensures its employees that no reprisals are taken against an employee who reports or experiences workplace violence. You are encouraged to promptly report incidents and to suggest ways to reduce or eliminate risks.

The Triangle Tech Group is committed to preventing workplace violence and to maintaining a safe work environment. We define workplace violence as actions or words that endanger or harm another employee/customer or result in other employees/customers having a reasonable belief that they are in danger. This policy covers all workers, customers, students, clients, visitors, contractors, and anyone else who may come in contact with corporate personnel. Such actions include:

- Verbal or physical harassment
- Verbal or physical threats
- Assaults or other violence
- Any other behavior that causes others to feel unsafe (e.g. bullying, sexual harassment)
- Bullying behavior such as repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which is intended to intimidate or creates a risk to the health and safety of the employee(s).

The Triangle Tech Group has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. The goal of this policy is to promote the safety and well-being of all people in our workplace. Bullying includes behavior that intimidates, degrades, offends, or humiliates a worker, often in front of others. Bullying behavior creates feelings of defenselessness in the target and undermines an individual's right to dignity at work.

This organization believes in safety and respect for all who work, visit or serve this organization. As such, employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, including but not limited to knives, fighting instruments, bows, arrows and other items which can be used to harm others and/or property, as well as other dangerous or hazardous devices or substances are prohibited from the premises of the Triangle Tech Group, including parking lots, without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's race, color, religion, gender, national origin, ancestry, disability, the use of a guide or support animal for disability, or relationship to a person with a disability, age, genetic information, veteran status, pregnancy, marital status, caregiver status, gender identity, gender conformity, sexual orientation, victims of domestic or dating violence, stalking or sexual violence, having a GED rather than a high school diploma, or any characteristic protected by federal, state, or local law. The EEOC has identified victims of domestic or dating violence, stalking or sexual violence as protected under the Americans with Disabilities Act (ADA) As such, any employee experiencing or having experienced such events are invited to seek a reasonable accommodation, if necessary, under the ADA.

Additionally, the Triangle Tech Group prohibits violence of any sort including intimate partner violence at the work place and will take appropriate disciplinary action and/or criminal prosecution against any employee or non-employee who commits an act of violence.

Intimate Partner Violence is described as abusive behavior whereby a person intends to establish and maintain power and control over a person with whom he or she has, or has had, a significant personal relationship. Power and control are exerted through physical, sexual, psychological and or economic means. Intimate partner includes persons legally married to one another; persons formerly married to one another; persons who have a child in common, regardless of whether such persons are married or have lived together at any time; couples who live together or have lived together; or persons who are dating or who have dated in the past, including same sex couples.

Examples of intimate partner violence include, but are not limited to:

- intimidation
- threats to cause harm
- verbal harassment
- disorderly conduct
- crimes against property
- violation of an ex parte or protective order
- display or discussion of weapons
- homicide
- assault and battery
- rape
- stalking

### **PARTNER VIOLENCE AND THE WORKPLACE**

The Triangle Tech Group recognizes the impact of partner violence on the workplace. Partner violence is defined by the Triangle Tech Group 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.

The Triangle Tech Group is committed to heightening awareness of partner violence and providing guidance for employees and management to address the occurrence of partner violence and its effects on the workplace.

The Triangle Tech Group 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, The Triangle Tech Group will maintain appropriate confidentiality and respect for the rights of the employee involved.

The Triangle Tech Group 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 corporate policy and procedure, a referral for appropriate assistance should be made to the employee.

All employees should be sensitive and nonjudgmental when supporting victims of intimate partner violence.

Employees who are victims of intimate partner violence shall:

- notify their supervisor of the possible need to be absent and discuss possible leave options;
- discuss with their supervisor plans to return to work and the appropriate reporting procedures;
- if necessary and available, make alternate arrangement to receive a paycheck; and
- work with their supervisor to ensure that adequate safety measures are in place.

### **PROTECTIVE OR RESTRAINING ORDERS**

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

### **DESIGNATED MANAGEMENT REPRESENTATIVE:** Employee's Immediate Supervisor

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

If in your judgment you observe suspicious behavior, a threat, or an imminent act of violence which presents the potential for immediate harm, first call 911 and then contact your supervisor.

The Triangle Tech Group will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. It is the responsibility of all employees to report all threatening behavior to management immediately. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action including oral reprimand, written reprimand, suspension or termination of employment.

The Triangle Tech Group encourages employees to bring their disputes or differences with other employees to the attention of their supervisors before the situation escalates into potential violence. The Triangle Tech Group is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.