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Violence in the Workplace

Policy: It is the policy of Zero Below Trucking Corp. and the responsibility of its managers and all of its employees to maintain a workplace free from threats and acts of violence. Zero Below will work to provide a safe workplace for employees and for visitors to the workplace. Each employee, and everyone with whom we come into contact in our work, deserves to be treated with courtesy and respect.

Description: Zero Below Trucking does not tolerate **any type of workplace violence** committed by or against employees. Employees are prohibited from making threats or engaging in violent, aggressive activities.

Prohibited Conduct The list of behaviors, while not exhaustive, provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Acting out in an aggressive or hostile manner that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Possessing a weapon while on Company property or while on Company business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Reporting Procedures Any potentially dangerous situations must be reported immediately to your supervisor. Reports of workplace violence may be made anonymously and investigated accordingly. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. Zero Below will take appropriate action at any indication of a potentially hostile or violent situation.

Risk Reduction Measures While Zero Below does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform their supervisor if any employee, claimant, customer or vendor exhibits behavior which could lead to a potentially dangerous situation. Such behavior includes, but is not limited to, the following:

- Discussing dangerous weapons and/or bringing such weapons into the workplace.
- Displaying overt signs or extreme stress, resentment, hostility, or anger.
- Making threatening remarks.
- Exhibiting sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

Zero Below will identify and maintain a list of workplace violence incidents and will design a plan to prepare for possible emergency situations.

Dangerous/Emergency Situations Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make constant eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, such notice should be given.

Enforcement Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination.



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Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

Commitments and Responsibilities Successful implementation of this policy requires the commitment and cooperation of all Company Personnel.

Management Involvement and Commitment

- Demonstrate organizational concern for employees' and customers' emotional and physical health and safety.
- Oversee Violence in the Workplace Program to ensure that all managers, supervisors, and employees understand their obligations.
- Encourage employees to report violent incidents promptly.
- Create policy of zero tolerance for workplace violence, including verbal and nonverbal threats and related actions.
- Ensure that employees who report or experience workplace violence will not experience retaliation of any kind.
- Encourage employees to promptly report incidents and suggest ways to reduce or eliminate risks.
- Conduct and/or provide training and education to employees regarding potential workplace violence incidents.

Employee Involvement and Commitment:

- Understand and comply with the Violence in the Workplace Program and any other safety and/or security measures in place by the Company.
- Participate in an employee suggestion procedure covering safety and security concerns.
- Promptly report violent incidents or potential for violence to your manager.
- Participate in continuing education program that covers techniques to recognize escalating agitation, assaultive behavior, or criminal intent.

Employee Signature

Date