



Corporate Policy

Subject:	Safety and Security Threats		
Policy No.:	756	Created Date:	10/14/2013
Authorized By:	President/CEO	Review Date:	5/10/2019
Department:	People & Culture	Approval Date:	7/8/2019

PURPOSE: The purpose of this policy is to provide guidelines for the prevention of workplace and general violence and for the promotion of a productive working environment free from threats, intimidation and violence.

This policy applies to all employees, visitors, subcontractors and third party vendors, regardless of the physical location, while an individual is representing MTM and/or its affiliated companies.

POLICY: MTM prohibits threats and acts of violence, regardless of the physical location, at any company sponsored event, while traveling, and in any electronic data or e-mail communications.

Workplace violence is defined as any act which creates a hostile work environment or negatively affects an employee, either physically or psychologically. This may include, but is not limited to, criminal acts, violence by disgruntled coworkers, disgruntled clients, and domestic violence which finds its way to the workplace. This may include conduct against persons or property which is sufficiently offensive or intimidating as to create a hostile, abusive or intimidating environment. For more information see the Employee Handbook.

Prohibited conduct which violates safety and creates security threats include, but may not be limited to:

- Injuring another person physically
- Engaging in behavior which creates a reasonable fear of injury to self or another person
- Engaging in behavior which would subject a reasonable person to, or subject another individual to, extreme emotional distress
- Intimidation resulting from the improper exercise of power or authority
- Acts or unruly conduct which disrupts the natural work environment or results in fear for personal safety
- Willful, malicious or repetitive following of another person (also known as "stalking")
- Possessing, brandishing, or using a firearm, weapon, or other dangerous and/or threatening device
- Slurs or derogatory remarks regarding another person's ethnicity, national origin, gender, religion or religious affiliation, disability, sexual orientation, or other protected class

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- Intimidation by bullying, using “fighting words” or profanity, or exhibiting obscene gestures which can be perceived by someone as a reasonable belief of immediate harm
- Physically touching another individual in an intimidating, malicious, or sexually harassing manner including hitting, slapping, poking, kicking, pinching, grabbing, pushing, etc.
- Intentionally damaging property
- Threatening to injure an individual (including oneself) or to damage property
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment
- Harassment via threatening telephone calls, letters, or other forms of written or electronic communications
- Acts of conspiracy to intimidate or attempt to coerce an individual to commit a wrongful act, as defined by applicable law, administrative rule, policy or work rule
- Retaliating against any employee who, in good faith, reports a violation of this or any other policy at MTM

RESPONSIBILITY:

All employees must report incidents and threats of violence to their immediate Supervisor or a member of the People & Culture Department. The employee, Supervisor or representative from the People & Culture Department should immediately dial 911 if they feel law enforcement intervention is necessary.

All incidents of actual or alleged workplace violence and/or threats will be investigated by the proper authority as required by senior management and/or company officers. Reports involving individuals will also be reported to the People & Culture Department and required to be stored or recorded in the employee’s permanent records.

If any employee suspects another employee has work-related and/or personal problems which could lead to workplace violence, the employee should report this to their Supervisor immediately. The Supervisor should then confer with the People & Culture Department for further handling. The employee and/or Supervisor should not take any actions on their own.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

This policy is reviewed on an annual basis for appropriateness and effectiveness.