



## **Policy against Workplace Violence**

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**Background** – Nelson Tree is committed to providing a work environment free from violence against individuals, groups or employees or threats against Company property. (This includes domestic violence that may occur on our property or at our worksites). This policy requires that all individuals on Company premises or while representing the Company conduct themselves in a professional manner consistent with good business practices and in absolute conformity with non-violent principles and standards. Additionally, employees must be alert to, and immediately inform appropriate Nelson management of any behavior(s) or potential behavior(s) which violate or could constitute a violation of this policy.

Nelson strictly prohibits the use of violence or threats of violence in the workplace and views such actions very seriously. Company policy applies the same standards to non-employees. The Company will immediately investigate all incidents of violence, potential violence or threats of violence of which it becomes aware and will take appropriate action to resolve these situations.

**Who is Covered** - This policy applies to all employees and locations of Nelson Tree Service, Inc.

**Definitions** – Workplace violence is defined as a single behavior or a series of behaviors which constitute actual or potential assault, battery, harassment, intimidation, threats or similar actions, attempted destruction or threats to Company or personal property; which occur in a Company workplace, at a Company work location or while an individual is engaged in Company business.

**General Provisions** – All employees are responsible for establishing and maintaining a work environment that promotes professionalism and is free of actual or potential workplace violence. This responsibility includes being alert to situations in which workplace violence is occurring or is likely to occur, and immediately notifying the Company of any incidents or concerns.

**Reporting Workplace Violence** – Any individual who feels they have been the subject of work-place violence, or has identified a situation where workplace violence has or possibly could occur should bring it to the immediate attention of an immediate supervisor, manager or the Executive Director, Administration in the Dayton Office.

Early involvement of Nelson management is critical to help ensure that reasonable precautions will be taken to eliminate or minimize any risks. The Company will involve appropriate law enforcement or other professional personnel, and/or remove individuals from Company premises as warranted. Reported incidents will be kept confidential to the extent possible in accordance with the best interests of all employees and Company security.

**Consequences of Violation** - Violations of this policy or related policies and procedures may lead to disciplinary action up to and including termination of an employee or of the services of a consultant, vendor, or supplemental worker and/or their associated firm.

**Review and Revision:** This Policy may be amended or revised from time to time without prior notice. This Policy is not intended to, and does not create, any contractual rights to employment. This Policy will be interpreted by the Company in such a way to comply with all applicable laws.

**Policy Guidance:** Questions regarding this policy and its interpretation should be directed to the Executive Director, Administration.



## **Management Guidance Regarding Administration of:**

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In the event any employee reports any incident of workplace violence, it is incumbent on the manager to report the matter immediately. The manager should never ignore or dismiss the report and should never attempt to investigate or resolve this situation on his own. The manager must contact his/her Supervisor and/or Regional Manager to notify them of this situation. The employee need not use the specific word "violence" to be considered to have put the Company on notice of the alleged behavior.

As the employer, Nelson is legally obligated to do an effective job of investigating each claim. The investigative process is not solely an operational issue and must be discussed in conjunction with Human Resource management.

### **What should you do when an employee states that he/she has been harassed?**

1. Contact your Supervisor and/or Regional Manager.
2. In conjunction with the Regional Manager, a call should be made to the Executive Director, Administration in Dayton.
3. Do not attempt to navigate this process without guidance.

Violations of issues in this policy are addressed by the EEOC and the Department of Labor. The risk and penalties in violating these legal parameters require Nelson to be diligent about application of our policy.