

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT: Workplace Violence	EFFECTIVE DATE: January 21, 2021
		REVISION DATE: 2021
POLICY NO. 504	Page 1 of 3	

I. SUMMARY

Perdue (Company) is committed to providing a work environment that is free from acts of violence, attempted or threatened violence, aggression, verbal threats or abuse, intimidation, harassment, hostile behavior, bullying, and any other conduct that could have the tendency to create a hostile, unprofessional or potentially threatening workplace. This policy is intended to prohibit physical as well as verbal conduct regardless of whether or not unwanted physical contact is threatened or occurs.

Compliance with this policy requires implementation that compliments the appropriate physical security controls and that all individuals on Company premises, whether associates, temporary workers, visitors or contactors conduct themselves in a professional manner consistent with good business practices. Such individuals are expected therefore to conduct themselves in a non-violent and non-physically threatening or intimidating manner. Additionally, associates are encouraged to be alert to, and inform appropriate Company personnel of any behavior which they believe in good faith violates or could constitute a violation of this policy.

II. SCOPE

This policy applies to all locations of Perdue, its divisions and subsidiaries.

III. DEFINITIONS

- A. Workplace Violence - For the purposes of this policy, workplace violence is a term that refers to: any behavior intended to frighten, intimidate or harm where a connection between the perpetrator or behavior and the physical safety of associates or others is present. This includes acts or behavior that takes place on-site or off-site, regardless of when it occurs. Actual violence does not need to occur for the Company to conclude workplace violence has occurred.

Acceptable management practices and/or professionally holding persons accountable for their job assignments/duties or holding an associate accountable under workplace rules is not workplace violence

- B. Threat - Any verbal or physical conduct that conveys intent or is reasonably perceived to convey intent to cause physical harm or to place someone in fear of physical harm.



PERSONNEL POLICIES AND PROCEDURES

SUBJECT: Workplace Violence

EFFECTIVE DATE:
January 21, 2021

REVISION DATE: **2021**

POLICY NO.
504

Page 2 of 3

- C. Search – A purposeful examination of an individual and/or their personal effects or property to include lockers, desks, vehicles or their person to ensure there is no unauthorized possession of any weapons, company property or otherwise, illegal substances.
- D. Prohibited Items – Generally prohibited include, but are not limited to weapons, explosives or incendiaries, knives (non-company issued), swords, clubs, firearms of any kind, billy-clubs, black jacks, shocking devices, martial arts/self-defense items, noxious gases, mace/pepper spray, blasting caps, fireworks or explosives of any kind. Note that replicas of any kind of weapons, explosives or incendiaries are included in the list of prohibited items.

IV. POLICY

- A. All associates are responsible for establishing and maintaining a work environment that promotes professional behavior and is free of workplace violence, prohibited behavior (defined below), or Prohibited Items.
- B. Prohibited behavior includes any Workplace Violence (defined above) and includes, but is not limited to physical or verbal conduct that the Company reasonably believes could be viewed as unwelcome and which could convey an unwanted act of aggression or hostile behavior. Any associate who engages in any form of prohibited conduct may be terminated with or without any advance warning or notifications.
- C. The company reserves the right to;
 - Discipline or discharge an associate who engages in conduct that could be viewed as Prohibited Behavior or Workplace Violence, even if it does not technically meet the definition.
 - Discipline or discharge any associate found to be in possession of a Prohibited Items.
 - Remove any person from the workplace (or bar entry to the workplace) if such person evidences a propensity or intent to engage in workplace violence, engage in prohibited behavior, or bring a prohibited item onto company premises.
 - Consistent with applicable law, to conduct proper and complete investigations into any reported claims of workplace violence to include conducting searches for weapons or other prohibited / illegal items.
 - Report violations of this policy to appropriate law enforcement authorities and/or to notify agencies offering medical or psychological services or assistance or other professional personnel.



PERSONNEL POLICIES AND PROCEDURES

SUBJECT: Workplace Violence

EFFECTIVE DATE:
January 21, 2021

REVISION DATE: **2021**

POLICY NO.
504

Page 3 of 3

- D. Any individual or associate that feels that she or he has been the subject of workplace violence or prohibited behavior, including threats of violence, or becomes alert to any situations in which workplace violence is occurring or is likely to occur maintains a duty to immediately report the incident(s) or concerns to Human Resources and or a member of management so that an appropriate examination of the matter is possible, if warranted.
- E. Any individual or associate that become aware of or subject to an order of protection, or becomes aware of a threat from another associate or non-associate must notify their Human Resources Manager and or a member of management.
- F. Failure to report situations in which workplace violence is occurring or likely to occur may be considered violations of this policy.
- G. Behavior that may be considered a violation of this policy, regardless of if an act of violence occurs or how remote in time or place the actions may be, includes and is not limited to;

<ul style="list-style-type: none"> • Intimidating behavior 	<ul style="list-style-type: none"> • Stalking and or surveillance
<ul style="list-style-type: none"> • Verbal, written or physical harassment by any method (telephone, email, texting, use of social media, etc.) 	<ul style="list-style-type: none"> • Vandalism and or destroying company or personal property
	<ul style="list-style-type: none"> • Sabotage
<ul style="list-style-type: none"> • Battery 	<ul style="list-style-type: none"> • Bullying
<ul style="list-style-type: none"> • Verbal or Written Threats - whether conditional, veiled, direct or indirect 	<ul style="list-style-type: none"> • Possession of or display of weapons or otherwise prohibited items
<ul style="list-style-type: none"> • Threatening an associates family member or other person of close association 	<ul style="list-style-type: none"> • Discussions of bringing weapons to work and or endorsing the use of firearms or weapons against others
<ul style="list-style-type: none"> • Assaults 	<ul style="list-style-type: none"> • Displaying extreme hostility or anger

- H. Violations of this policy may lead to disciplinary action up to and including termination of employment for Company associates or termination of the services of a consultant, customer, vendor or contractor and/or their associated firm.