

APPENDIX I

VIOLENCE IN THE WORKPLACE

A. Summary

The Church recognizes that workplace violence is a growing concern among employers and employees across the country. The Church is committed to providing a safe, violence-free workplace and strictly prohibits employees, Church members, volunteers, visitors, and anyone else on Church premises or engaging in a Church-related activity from behaving in a violent or threatening manner. The Church seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

The Church believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence.

A State and Federal criminal background check yielding a "clean" record is a prerequisite to hiring.

B. Definition

Workplace violence includes the following:

- Actual physical violence or use of force against another individual
- Threats of any kind
- Threatening, physically aggressive, or violent behavior such as intimidation of or attempts to instill fear in others
- Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage or threats of sabotage of Church property, or a demonstrated pattern of refusal to follow Church policies and procedures
- Defacing Church property or causing physical damage to the facilities
- Bringing weapons or firearms of any kind on Church premises, in Church parking lots, or while conducting Church business.

C. Reporting

If an employee observes or becomes aware of any of the above-listed actions or behavior by another employee, customer, consultant, visitor, or anyone else, the employee should notify the Pastor/Head of Staff immediately. Furthermore, employees should notify the Pastor/Head of Staff if any restraining order is in effect or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

D. Policy

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. Investigations may include searches of the employee's person, work spaces, personal property, and personal vehicle. In appropriate circumstances, the Church will inform the reporting individual of the results of the investigation. To the extent possible, the Church will maintain the confidentiality of the reporting employee and of the

investigation but may need to disclose results in appropriate circumstances, for example, in order to protect individual safety. The Church will not tolerate retaliation against an employee who reports workplace violence.

E. Corrective Action and Discipline

If the Church determines that workplace violence has occurred, the Church will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, re-assignment of responsibilities, suspension, training, counseling, or termination. Additionally, the Church reserves the right to condition continued employment on execution of a Last-Chance Agreement. Under certain circumstances, the Church may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, the Church may request that the employee participate in counseling, either voluntarily or as a condition of continued employment. If the violent behavior is that of a non-employee, the Church will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.