

Waupaca Foundry - Workplace Violence Prevention

1.0 Purpose and Scope

Waupaca Foundry, Inc. is committed to providing a safe, non-violent work environment for its employees, contractors, vendors and visitors.

Waupaca Foundry, Inc., will not tolerate threats and acts of violence in our workplace.

2.0 Definitions

2.1 Violence: An act of violence is considered to be any behavior that is intended or likely to be perceived as intending to create a fear of bodily harm, actual physical injury or damage to property.

2.2 Zero tolerance: for violence means that an act of violence is unacceptable in any form.

2.3 Unacceptable behavior: Includes, but is not limited to the following acts: explicit or implied, or written threats, intimidation or physical assault.

2.4 Weapon: Includes but is not be limited to the following; a switchblade knife, electric weapon (stun gun or taser), explosive, machete, hatchet, billy club or similar object. The only item specifically excluded are knives with a blade of 3" inches or less.

3.0 It is the policy of Waupaca Foundry, Inc. to:

3.1 Provide a safe, non-violent work environment for its employees, contractors, vendors & visitors. Maintain a "zero tolerance" position on violence in the workplace.

3.2 Promote the prevention of threats and acts of violence by requiring all employees to report to their supervisor or any other member of management, any threats they have witnessed or received. Any supervisor or manager who is aware of or advised of a threat, threatening behavior or a violent act must immediately contact their Human Resources Manager. No person will be adversely affected in their employment with Waupaca Foundry, Inc. for reporting acts of violence or participating in an investigation under this policy.

3.3 Reserve the right to investigate all reports of workplace violence and implement reasonable measures to protect the employees, contractors, vendors, visitors and property of Waupaca Foundry, Inc..

3.4 Deny employees and non-employees access to the workplace as may be necessary in order to ensure the safety of others.

3.5 Reserve the right to inspect any computer, locker, desk, work area, vehicle, or other personal belongings located on company premises, or being transported onto or from company premises, in the investigation of any report relating to an act of violence or when the safety of others or company property may be at risk.

3.6 Assess disciplinary action up to and including termination against any employee found to have engaged in an act of violence or related violation of this policy.

3.7 Conduct all investigations in as discreet and confidential a manner as possible.

4.0 Firearms, Ammunition and other Weapons

Any Employee or Contract Employee who may legally possess a firearm, ammunition or other weapon under Federal, State and Local Laws and regulations may possess a firearm, ammunition or weapon, in their locked vehicle, on Waupaca Foundry, Inc.'s, premises under the following conditions:

4.1 The firearm, firearm case, ammunition or other weapon is in their vehicle, out of plain sight,(in a glove compartment, trunk or otherwise not visible from outside the vehicle),

4.2 The vehicle is locked, and

4.3 Possession is in compliance with all other Federal, State and Local firearm and ammunition laws and regulations.

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