

VIOLENCE, THREATS AND WEAPONS

CREWPACKWINGS STOP VIOLENCE, THREATS AND WEAPONS



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VIOLENCE, THREATS AND WEAPONS

CREWPACKWINGS, believe that all employees, participants, customers and guests should be free from threats, intimidation, harassment, and violence. It is the intent of this policy to ensure that no one associated with CREWPACKWINGS feels threatened by another's actions or conduct within the scope of CREWPACKWINGS business.

CREWPACKWINGS has a zero tolerance for workplace violence and threats. If you engage in any act of violence or threatening behavior in the workplace or while off work that affects CREWPACKWINGS business or its employees, your employment may be terminated.

Violence

CREWPACKWINGS definition of "violence" includes, but is not limited to, physically harming another (with or without intent, including horseplay), shoving, pushing, harassing, intimidating, coercing, brandishing weapons, vandalism, or threatening to engaging in any of those activities. Any direct or implied threat, intentional act, or other conduct that causes fear, intimidation, hostility, or the potential of harm to another person.

Workplace violence also includes any situation that causes someone to fear for his/her safety, the safety of his/her family, friends, co-workers, employer, customer, or vendor, and/or his/her property.

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Acts may be viewed as workplace violence whether they occur on company property during working or nonworking hours, at company-related functions, or at any time when an employee's wellbeing is jeopardized and it affects CREWPACKWINGS.

Threats

A threat is any act, utterance, or conduct created with the intent or the expressed intent to cause physical or emotional harm or actions which a reasonable person could perceive as threatening to himself/herself or his/her property. This includes any behavior that would cause a reasonable person to believe that another person may be seriously alarmed, upset or frightened. An employee may not make any direct or implied threat of violence in the workplace, while engaged in any CREWPACKWINGS BUSINESS

related activity or off work if it affects CREWPACKWINGS business or its employees. Threats may be made by in person, by telephone, mail, email or other form of communication.

All threats will be taken seriously and investigated. Substantiated threats may result in immediate termination

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Weapons

Both Illinois 430 ILCS 66) and Wisconsin (Wis. Stat. 941.23 and 175.60) have enacted concealed carry laws which are similar but not identical. An individual who intends to conceal carry on CREWPACKWINGS grounds must do so accordance with this policy and the laws of the state where the CREWPACKWINGS property is located. There is no reciprocity between Illinois and Wisconsin concealed carry laws.

CREWPACKWINGS policy on weapons in the workplace and on CREWPACKWINGS owned or operated grounds is as follows:

Employees

All CREWPACKWINGS employees are strictly prohibited from carrying on their person any weapon, open or concealed, inside a building or upon the grounds of a building owned or occupied by CREWPACKWINGS It (collectively referred to as, 'CREWPACKWINGS grounds'). Employees working offsite are prohibited from carrying on their person any weapon, open or concealed, during the course of their employment or while providing volunteer services for CREWPACKWINGS Weapons include guns, electric weapons, knives, pepper spray/mace, explosives, billy clubs and other items with the potential to inflict harm.

Personal Vehicles:

In Illinois, properly licensed employees are permitted by law to carry concealed firearms only in personally owned vehicle at any time including when entering upon and parking on Crewpackwings grounds (excluding CREWPACKWINGS - see below) and while driving for Crewpackwings business. However, when driving for Crewpackwings business all firearms are required to be unloaded, encased, and stored in the trunk of the vehicle. In addition, parked vehicles must be locked at all times.

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In Wisconsin, properly licensed employees are permitted by law to carry concealed weapons in personally owned vehicles at any time including while entering upon and parking on Crewpackwings grounds (excluding crewpackwings - see below) and while driving for Crewpackwings business .

However, all weapons must be unloaded, encased and stored in the trunk of the vehicle. In addition, parked vehicles must be locked at all times. Crewpackwings Owned Vehicles: All weapons, whether open or concealed, are strictly prohibited in Crewpackwings vehicles at all times.

Crewpackwings: This policy does not apply to Crewpackwings employees working at or entering Crewpackwings. The Federal Government strictly prohibits Crewpackwings employees from carrying a weapon on their person or in a vehicle while at Crewpackwings. Crewpackwings employees who work at Crewpackwings facility and Crewpackwings employees who intend to enter Crewpackwings Facility must not have a weapon in their vehicle or in their possession when entering CREWPACKEINGS.

Law Enforcement Personnel: Law enforcement personnel who are required to carry a weapon as part of their official job duties are exempt from this policy while on CREWPACKWINGS grounds. Violation of this policy will result, at minimum, a decision day

Customers, Guests and Members of the Public CREWPACKWINGS prohibits customers, guests and members of the public from carrying any weapons, open or concealed, inside a building owned or occupied by CREWPACKEINGS.

Signage will be posted to notify customers, guests and members of the public of this restriction. Loss Prevention shall oversee this process.

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In Illinois, properly licensed customers, guests and members of the public are permitted by law to carry concealed firearms only in their vehicles or on their person while on CREWPACKWINGS grounds (not IN CREWPACKWINGS buildings). When the customer vehicle is parked on CREWPACKWINGS grounds, any firearms must be unloaded, encased and stored in the trunk of a locked vehicle.

Note: This Illinois law only applies to firearms, all other conceal carry weapons are strictly prohibited on CREWPACKWINGS grounds.

In Wisconsin, properly licensed customers and members of the public are permitted by law to carry concealed weapons in their vehicles or on their person while on CREWPACKWINGS grounds (not IN CREWPACKWINGS buildings).

When the customer vehicle is parked on CREWPACKWINGS grounds, any concealed weapon must be unloaded, encased and stored in the trunk of a locked vehicle.

Note: This Wisconsin law applies to all of the following concealed weapons: handguns, electric weapons, knives, and billy clubs. All other weapons are strictly prohibited on CREWPACKWINGS grounds.

Reporting Violence It is everyone's responsibility to prevent violence in the workplace. Employees who are victims of violence, witness violent acts or threats, or suspect potential violence must report such incidents to their direct supervisor, security (where available), or the MANAGEMENT Department immediately.

All reports will be investigated promptly and significant efforts will be made to maintain confidentiality due to the sensitivity of the information. Employees will not suffer adverse consequences as a result of reporting any violation or suspected violation of this policy or for participating in the investigation of any complaint, unless that report is purposely fraudulent. If appropriate, matters will be referred to law enforcement. VIOLENCE, THREATS AND WEAPONS

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Employee and Program Participant Responsibilities Remove yourself from the threat as soon as possible. Do not take any action that may jeopardize your own safety.

Call 911 to obtain emergency police intervention or medical response, if required.

Notify your manager/supervisor/case manager if you are the victim of, or a witness to, an act of violence, or other violation of this policy.

Document the incident in writing as soon as possible after the incident occurs.

If you obtain court-ordered protection (such as a restraining order or injunction) from any other individual that extends to the workplace, you are strongly encouraged to notify your supervisor or Crewpackwings representative so that Crewpackwings may help to enforce the court-ordered protection while you are at work.

Management Responsibilities Upon notification of an alleged threat or violence, management will:

Obtain emergency police intervention or medical response, if required.

Interview and obtain written statements from witnesses once the situation has been brought under control.

File an incident report with the Safety Department and notify the Management Department within 24 hours of the occurrence.

Suspend the threatening/violent employee pending investigation.

Advise employees of available assistance (e.g., Employee Assistance Program, medical treatment, or other support as needed).

Notify and brief the senior management of your division.

Cooperate with Management and/or the Legal Department who will conduct the investigation.

Administer appropriate actions or corrective action when necessary.

Furthermore, management will:

Foster a safe work environment by enforcing company policies and training employees to recognize unacceptable acts or behavior.

Identify potentially dangerous situations and develop procedures to address those situations.

As part of the Corporate Safety Program, review workplace audit and drill information with staff annually (at a minimum) during the month of August.