

# FOWLER CEMETERY DISTRICT WORKPLACE VIOLENCE & ANTI-BULLYING POLICY

Fowler Cemetery District is committed to preventing workplace violence and to maintaining a safe work environment. The Company has adopted the following guidelines to deal with intimidation, harassment, or other threats of or actual violence that may occur, onsite or offsite during work-related activities. This Policy is in effect for all of our employees.

## Prohibited Conduct

All employees, customers, vendors, and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others or listed in our Code of Safe Practices and Misconduct Policy. Conduct that threatens, intimidates, or coerces another employee, customer, vendor, or business associate will not be tolerated. The Company resources may not be used to threaten, stalk, or harass anyone at or outside the workplace. The Company treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, human resources (HR), or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

In all circumstances you may contact HR Mobile Services, Inc. at the number listed on your handbook. Employees should promptly inform the HR department or supervisors, or ownership of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. The Company will not retaliate against employees making good-faith reports. The Company is committed to supporting victims of intimate partner violence by providing time off for reasons related to intimate partner violence.

## Investigations and Enforcement

Fowler Cemetery District will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. We will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, Fowler Cemetery District may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Fowler Cemetery District encourages employees to bring their disputes to the attention of their supervisors or the HR department before the situation escalates. We will not discipline employees for raising such concerns.

## Anti-Bullying

The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that the Company will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

The Company defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.

**The company reserves the right to change this policy at any time and will notify you of any substantial changes.**

Employee Signature:

Date:

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