Purpose

Pinnacle is strongly committed to providing an incident-free workplace. The purpose of this standard is to minimize the risk of personal injury to team members and damage to the Company and personal property.

Policy

- Threats, threatening language, or any other acts of aggression or violence made toward or by any Company team member will not be tolerated. This prohibition applies to all persons involved in Company operations. Violations of this policy, by any individual, will lead to disciplinary and/or legal action as appropriate.
- Company work locations covered by this standard include without limitation, all Company-owned, managed, or leased buildings, and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the Company's ownership or control. Company vehicles are covered by this standard at all times, regardless of whether they are on Company work locations at the time.
- **Prohibited Weapons:** Team members are prohibited from bringing weapons in the Pinnacle workplace, or at any Company-sponsored function, unless such prohibition is restricted by applicable state law. A license to carry a weapon provided by local, state, or federal provisions does not supersede this Company policy, except as provided by law. This policy applies to weapons of all kinds, including but not limited to guns, stun guns, knives, pepper spray, or related paraphernalia such as ammunition. Carrying a weapon onto any Company work location is violation of this standard, may be considered an act of criminal trespass and grounds for immediate removal from the Company work location, and may result in prosecution, unless such prohibition is restricted by applicable state law.
  - Exceptions to this standard will be police officers, security guards, and/or other persons who have been given written consent by the Company to carry a weapon on the property.
- **Dangerous/Emergency Situation:**
  - Any potentially dangerous situation must be reported immediately to a supervisor, HR or Risk Management. Reports can be made anonymously and all reported incidents will be promptly investigated and the appropriate disciplinary and security actions will be taken.
  - The Company will actively intervene at any indication of a possible hostile or violent situation.
  - Team members who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the team member or others, such notice should be given. Otherwise, stay as calm as possible, cooperate and follow the instructions given by the aggressor.
  - Under this policy, decisions may be necessary to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. No existing policy or procedure of the Company should be interpreted in a manner that prevents the making of these necessary decisions.

Procedure

1. Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her co-workers, family, friends, and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or more Pinnacle team members.
2. Workplace violence may involve any threats or acts of violence occurring on Company premises, regardless of the relationship between the Company and the parties involved in the incident. It also includes threats or acts of violence that affect the business interests of the Company or that may lead to an incident of violence on Company premises. Threats or acts of violence by individuals acting as a representative of the Company may also constitute workplace violence.

3. Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:
   a. Threats or acts of physical or aggressive contact directed toward another individual;
   b. Threats or acts of physical harm directed toward an individual or his/her co-workers family, friends, team members or property;
   c. Threats or acts of violence that affect the business interests of the Company;
   d. The intentional destruction or threat of destruction of Company property or another team member's property;
   e. Threatening phone calls, text messages, social media posts, email messages;
   f. Surveillance, Stalking;
   g. Committing violent acts motivated by, or related to, sexual harassment or domestic violence.

4. Team members may not carry a weapon covered by this standard while performing any task on the Company's behalf.
   a. A team member may be requested to give consent to a search of his/her vehicle for a weapon, unless restricted by applicable state law.
   b. Any person who witnesses the possession of or concealment of a weapon or who witnesses a verbal or physical assault involving another person should immediately report it to the Company.
   c. The violation of this policy or the team member's refusal to a search conducted according to this policy may lead to disciplinary action, suspension or termination of employment.

5. Exceptions to this standard will be persons who have been given written consent by the Company to carry a weapon while performing specific tasks on the Company's behalf.

6. Prohibited weapons include any form of weapon or explosive restricted under local, state, or federal regulations. This includes all firearms, illegal knives, or other weapons covered by the law.

7. Legal chemical dispensing devices, such as pepper sprays that are sold commercially for personal protection, are not covered by this standard.

8. If you have a question about whether an item is covered by this policy, please call your Supervisor or Human Resources. Each team member is responsible for ensuring beforehand that any potentially covered item possessed is not prohibited by this policy.

9. If any team member is aware of anyone violating this standard, please contact Human Resources immediately. If team members feel their life is in danger, please contact the local authorities immediately.

**Tools And Resources**

- Team Member Arrest and Conviction Standard
- Incident Report