

POLICY

SUBJECT: Workplace Violence and Harassment

POLICY:

Any form of workplace violence, including harassment, is prohibited in Cooperative facilities and vehicles, during either working or nonworking time, and while performing Cooperative business either on or off Cooperative premises. This policy applies to an immediate supervisor, the General Manager, a Board member, a coworker, an employee, a vendor doing business with the Cooperative, a non-employee or a consumer/member.

Workplace violence includes, but is not limited to, harassment, threats, physical attack or property damage.

Definitions:

- (1) Harassment - Behavior or communication designed or intended to embarrass, intimidate, menace, or frighten another person. Harassment can be verbal, physical or visual. It includes touching, gesturing, making comments, using terms, or displaying or sending images, of or in a sexual, racial, ethnic or otherwise discriminatory nature or way, with the intention, actual or reasonably perceived, of causing offense or intimidation, or seeking a response which is reasonably objectionable, to the targeted person.
- (2) Threat - The expression of intent to cause physical or mental harm. An expression constitutes a threat regardless of whether the party communicating has the present ability to carry out the threat, and regardless of whether the expression is a present, conditional, or future threat. Threats may be either direct or implied.
- (3) Physical attack - Unwanted or hostile physical contact, including but not limited to hitting, fighting, pushing, shoving, throwing objects, or using a dangerous weapon against an individual. (Guidelines: A dangerous weapon is any instrument capable of producing bodily harm, in a manner under circumstances and at a time and place that manifests intent to harm or intimidate another person or that warrants alarm for safety of another person in the workplace.)
- (4) Property damage - Intentional damage to property which includes property owned by the Cooperative, employees, visitors, vendors, or members.



Any employee who feels that he/she is a victim of workplace violence or who observes or otherwise has reason to believe that violence is occurring in the Cooperative's workplace shall immediately report the matter to his/her supervisor. The supervisor shall report the incident to the CEO/General Manager. If the supervisor is the subject of concern, the employee shall report the incident directly to the CEO/General Manager. Delaware County Electric Cooperative, Inc. encourages employees to do this so that all complaints of workplace violence will be investigated promptly and in as impartial and confidential a manner as possible by Management staff and other individuals with a need to know. Circumstances may arise in which a limited number of other persons may have to be informed. Cooperative legal counsel will be consulted and all parties involved will be expected to cooperate fully with said counsel. In instances where the person committing the workplace violence or the circumstances of the workplace violence make it difficult to report the incident to the supervisor or the CEO/General Manager, the employee shall report the incident to the Cooperative's Ombudsman, Jeff Clark at 585-362-4721 (office), 585-794-0819 (cell) or jrclark@bsk.com.

The employee who brings a good faith complaint will not be retaliated against, even if the complaint is not sustained.

The accused individual will be informed of the complaint in a timely manner and given the opportunity to tell his/her side.

Delaware County Electric Cooperative, Inc. may take interim measures pending full investigation and resolution of complaints. These interim measures may include separating parties to the complaint or suspension of the accused.

Any employee who is found, after appropriate investigation, to have engaged in workplace violence will be subject to appropriate disciplinary action, up to and including immediate termination.

PROCEDURE: As outlined in Policy

RESPONSIBILITY:

- A) Employees are responsible for maintaining an awareness of potential violent situations and bringing them to the attention of management personnel as soon as possible.
- B) All supervisors are responsible for communicating and administering this policy.
- C) The General Manager/CEO shall be responsible for the overall administration of this policy. This policy will be reviewed annually with all employees and new employees upon hire. When reviewed at an all employee meeting, the training will be documented with an employee sign-in sheet.

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Adopted by Board of Directors

September 27, 2016