Zero Tolerance Workplace Violence Policy

Overview
LGSTX Services, Inc. believes that employees should not have to tolerate violence, threats of violence, harassment, threats, verbal abuse, physical aggression, or any other form of violence. We are committed to providing a safe work environment free of intimidation, threats, or violent acts. It’s our belief that immediately reporting and investigating threatening behavior is important to maintaining a safe workplace. There will be zero tolerance of acts or threats of violence in our workplace.

Core Requirements
This policy includes, but is not limited to the following behaviors and situations:

- Violent or threatening physical contact (including fights, pushing, and physical intimidation.)
- Direct or indirect threats.
- This prohibition also includes any aggressive or intimidating behavior, as well as extreme verbal abuse that a reasonable person would consider as threatening.
- Regardless of any concealed carry permit held, LGSTX Services prohibits the possession, transfer, sale, or use of weapons in vehicles. On-duty law enforcement officers, federal flight deck officers, and other federal officers whose duties require the wearing of a firearm are exempt from this prohibition. Operational requirements approved through corporate security also are exempt from this prohibition.
- Destructive or sabotaging actions against company or employees’ personal property.
- Stalking.
- Violation of a restraining order.

Violations of this policy will result in discipline, up to and including termination of employment and/or criminal prosecution of the person(s) involved.

Definitions
Weapon: any instrument that is specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death, including but not limited to: clubs, firearms, handguns, knives (3-inch blade or larger), explosives (e.g. fireworks), crossbows, bows and arrows, throwing stars, and brass knuckles.

Employee Responsibility
- Any employee should report concerns for safety, including acts or threats of violence or other violations of this policy to his or her immediate supervisor, a member of the Human Resources staff, or any member of management.
- Do not make jokes about committing or threatening violence.
- Immediately report to management any criminal conviction you have received for a violent crime.
- Be aware of and report to management unauthorized individuals in your work environment.
- Cooperate with investigations and searches.
- All employees who obtain a protective restraining order, which lists LGSTX Services premises as being a protected area, must provide to their immediate supervisor a copy of any temporary or permanent protective or restraining order.

Leadership Responsibility
- Act immediately and firmly when any concern for safety has been expressed, including possession of a weapon or threat or act of violence. Appropriate action may be in the form of investigation, intervention, or calming a stressful situation.
• Ensure employee reports of violations or potential violations of this policy are held in confidence and that retaliation of any kind is not permitted.
• Report violations of this policy immediately to Corporate Security and Human Resources if immediate intervention is necessary.
• Be aware of and address any unauthorized individuals in your work environment.