



Domestic/Workplace Violence Prevention Policy

Purpose

PeppNation seeks to provide a work environment free from violence or threats of violence against individuals, groups, or employees, or threats against property, including those related to:

- Domestic violence (violence or threats of violence by family members of PeppNation employees or the staff).
- Workplace violence (violence or threats of violence by current or former employees or clients of PeppNation).

This policy also requires that all individuals on PeppNation premises: employees, clients, and guests of PeppNation – and PeppNation employees when representing the organization off site – conduct themselves in absolute conformity with nonviolence principles and standards.

Definition

For purposes of this policy, workplace violence is defined as a single behavior or series of behaviors which constitute actual or potential assault, battery, harassment, intimidation, threats or similar actions, attempted destruction, or threats to destroy PeppNation or employee property – which occur at PeppNation, or while an individual is engaged in PeppNation business off-site.

Response

PeppNation strictly prohibits use of violence or threats of violence in the workplace and views such actions very seriously. The possession of weapons in the workplace, threats, threatening or menacing behavior, stalking, or acts of violence against employees, other City on a Hill Tenants, visitors, guests, or other individuals by anyone on PeppNation property will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on PeppNation premises shall be removed from the property as quickly as safety permits, and will be asked at a minimum to remain off PeppNation premises pending the outcome of an investigation into the incident. Individuals who are reported to have made threats or committed violent acts outside the workplace which are directed at anyone who works or participates in activities on the premises, or which impact the workplace, are also violating this policy and will be dealt with as described below.

When threatening behavior is exhibited or acts of violence are committed, PeppNation will initiate an appropriate response. This response may include, but is not limited to, evaluation by PeppNation and/or external professionals, suspension and/or termination of any business relationship, reassignment of job duties,



suspension or termination of employment, barring from the premises, contacting police, and/or criminal prosecution of the person/persons involved.

In the case of PeppNation guests or clients, the response will include one or more of the following responses, depending on the severity of the risk: escorting the individual off the premises, barring the individual from returning onto the premises for a defined or unlimited period of time, contacting the police, or pressing charges.

In the case of a PeppNation employee, violations of this policy may lead to disciplinary actions up to and including termination of employment, and the involvement of appropriate law enforcement authorities as needed.

In any case, no existing PeppNation policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

Reporting Procedure

PeppNation employees are responsible for notifying a **Designated Management Representative** of any threats which they have witnessed, received, or have been told that another person has witnessed or received—including those related to domestic violence. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is work related or might be carried out on site or is connected to employment or services provided on site. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If a **Designated Representative** is not available, personnel should report the threat to their supervisor or another member of the PeppNation management team.

PeppNation understands the sensitivity of the information requested and has developed confidentiality procedures, which recognize and respect the privacy of the reporting individual(s). Consistent with the values of PeppNation, action should be taken in ways that maintain respect and dignity for individuals involved while acting in an accountable and swift manner to address the situation.

Protective or Restraining Orders

All individuals who apply for and obtain a restraining order which lists the PeppNation location as being a protected area, must provide to a Designated Management Representative a copy of the petition and order.



Designated Management Representatives

Name: Brandon Culpepper, President and CEO, Cell phone: 414-698-6843

Name: Lidia Saypanya, Associate Director , Cell phone: 414-403-0100

Domestic Violence and the Workplace

PeppNation recognizes impact of domestic violence on the workplace. Domestic violence is defined by PeppNation as abusive behavior occurring between two people in an intimate relationship. It may include physical violence, sexual, emotional, and psychological intimidation, verbal abuse, stalking, and economic control.

PeppNation is committed to heightening awareness of domestic violence and providing guidance for employees and management to address the occurrence of domestic violence and its effects on the workplace.

PeppNation intends to make assistance available to employees involved in domestic violence. This assistance may include: confidential means for coming forward for help, resource and referral information, special considerations at the workplace for employee safety, work schedule adjustments, or leave necessary to obtain medical, counseling, or legal assistance. In responding to domestic violence, PeppNation will maintain appropriate confidentiality and respect for the rights of the employee involved.

PeppNation intends to publish, maintain, and post in locations of high visibility, a list of resources for survivors and perpetrators of domestic violence.

PeppNation will not deny job benefits or other programs to employees based solely on domestic violence related problems. When employees confide that a job performance or conduct problem is related to domestic violence, in addition to appropriate corrective or disciplinary action consistent with ministry policy and procedure, a referral for appropriate assistance should be made to the employee.

Options for Employees Experiencing Threats of Violence

PeppNation will make every effort to assist an employee experiencing threats of violence. If an employee needs to be absent from work due to threats of violence, the length of the absence will be determined by the individual's situation through



collaboration with the employee and their supervisor/manager and/or the Human Resources Coordinator.

Employees, managers, and supervisors are encouraged to first explore paid leave options that can be arranged to help the employee cope with the situation without having to take a formal unpaid leave of absence. Depending on circumstances, this may include:

- Arranging flexible work hours so the employee can seek protection, go to court, look for new housing, enter counseling, arrange child care, etc.
- Considering use of sick time, job sharing, compensatory time, paid leave, informal unpaid leave, etc., particularly if requests are for relatively short periods.

Procedures for Safety and Protection of Employees Experiencing Threats of Violence

Employee Responsibilities:

- The employee should save any threatening email or voice-mail messages. These can potentially be used for future legal action, or can serve as evidence that an existing restraining order was violated.
- The employee should obtain a restraining order that includes the workplace, and keep a copy on hand at all times. The employee may consider providing a copy to the police, and his/her supervisor, as well as a Designated Management Representative.
- The employee should provide a picture of the perpetrator to reception areas and/or security.
- The employee should identify an emergency contact person should the employer be unable to contact the employee.
- If an absence is deemed appropriate, the employee should be clear about the plan to return to work. While absent, the employee should maintain in contact with their supervisor and/or the Operations Director.

PeppNation Procedures:

- Have calls screened, transferring harassing calls to a Designated Management Representative and have the employee's name removed from automated phone directories.
- Limit information about employees disclosed by phone. Information that would help locate a victim or indicates a time of return should not be provided.
- Relocate the employee's workspace to a more secure area if necessary.



- Make referrals to external professionals who can assist the employee with development of a safety plan.

- Work with local law enforcement personnel, and encourage employees to do so regarding situations outside the workplace.