

## **4.17 WORKPLACE VIOLENCE**

It is our goal to maintain a work environment free from intimidation, threats or violent acts. To that end, Firetree, Ltd. has adopted a zero tolerance policy regarding violence in the workplace. This includes, but is not limited to, intimidating, threatening, or hostile behaviors; physical abuse; vandalism; arson; sabotage; use of weapons; carrying weapons of any kind onto any Firetree, Ltd. property; or any other act, which, in management's opinion, is inappropriate to the workplace.

Employees who feel they have been subjected to any of the behaviors listed above are requested to immediately report the incident to their Supervisor or the Human Resources Director. Complaints will be fully investigated. Based upon the results, disciplinary action will be taken against the offender, if appropriate.

Employees who observe or have knowledge of any violation of this policy should immediately report it to Firetree, Ltd. management. We will take action when unforeseen events transpire and look to employees for support of this policy. Employees are empowered to contact the proper law enforcement authorities without first informing management if they believe a threat to the safety of others exists.

Firetree, Ltd. reserves the right to conduct searches and inspections of employees, employees' personal belongings, or company-provided materials such as lunch pails, boxes, thermoses, purses, lockers, desks, personal computer files, cabinets, file drawers, packages, or vehicles without notice. Any illegal and unauthorized articles discovered may be taken into custody and may be turned over to law enforcement representatives. Any Firetree, Ltd. employee who refuses to submit to a search or are found to have possession of prohibited articles will be subject to disciplinary action, up to and including termination.