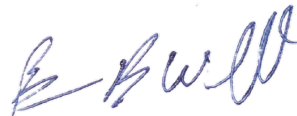


OFFICE OF CAPITAL AND FORENSIC WRITS
Workplace Violence Prevention

Reviewed October 11, 2022

A handwritten signature in blue ink, appearing to read "B Wolff", is positioned above a horizontal line.

Benjamin Wolff
Director

Office of Capital and Forensic Writs

WORKPLACE VIOLENCE PREVENTION POLICY

The Office of Capital and Forensic Writs (OCFW) seeks to provide a safe work environment. OCFW has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. This policy applies to all full-time and parttime, active employees, independent contractors, temporary workers supplied by staffing companies, contract company workers and consultants (“OCFW workers”).

Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of OCFW. Fighting, “horseplay” or other conduct that may be dangerous to others and conduct that threatens, intimidates, or coerces an OCFW worker or a member of the public will not be tolerated. All threats of (or actual) workplace violence, whether direct or indirect, and from any source, should be reported as soon as possible to an immediate supervisor, Human Resources or any member of management. All suspicious individuals or activities should also be reported as soon as possible.

OCFW will investigate all reports of threats of (or actual) violence and of suspicious individuals or activities, and will protect the identity of the OCFW individual making a report as much as is practical. Anyone determined to be in violation of this policy will be subject to prompt disciplinary action up to and including termination of employment. Retaliation against any employee for reporting alleged violations of this policy will not be tolerated and such retaliation is also subject to prompt disciplinary action up to and including termination.