

# SEE MONTEREY

## Workplace Violence Prevention Plan July 2024

### Workplace Violence Prevention Plan

#### I. Introduction

See Monterey (the “Company”) is committed to our employees’ safety and health at the workplace. In accordance with our commitment, and in compliance with California Labor Code Section 6401.9, we are establishing, implementing, and maintaining this Workplace Violence Prevention Plan (“Plan”). A copy of this Plan will be readily available at Human Resources for your review. **Everyone in the workplace is expected to review and comply with this Plan.**

The following individuals are responsible for implementing and maintaining this Plan at the workplace:

- Jeniffer Murray, VP of People & Operations will be responsible for the plan, plan updates, training, and handles all reports of workplace violence.

This Plan will be reviewed for effectiveness and revised as needed at the following times: (i) annually; (ii) when a deficiency is observed or becomes apparent; (iii) following the occurrence of a workplace violence incident; and (iv) whenever the need arises. We encourage the active involvement of all employees and any authorized employee representatives in reviewing this Plan. Management will have bi-monthly meetings with employees and their representatives to discuss identification of workplace violence related hazards and/or concerns, and how to correct them. During this meeting, ideas will be shared regarding how to address potential incidents and discuss any recent incidents (if applicable).

#### II. Definitions

“**Emergency**” means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

“**Log**” means the violent incident log required by this Plan.

**“Plan”** The workplace violence prevention plan required by LC section 6401.9.

**“Serious injury or illness”** means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

**“Threats of violence”** means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

**“Workplace Violence”** means any act of violence or threat of violence that occurs in a place of employment. Workplace violence includes, but is not limited to, the following: (i) the threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury; (ii) an incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury; and (iii) the following four workplace violence types:

- **“Type 1 violence,”** which means workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime;
- **“Type 2 violence,”** which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors;
- **“Type 3 violence,”** which means workplace violence directed against an employee by a present or former employee, supervisor, or manager; and
- **“Type 4 violence,”** which means workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

This plan does not apply to employees while working remotely (teleworking) from a location of the employee’s choice that is **not** controlled by the company.

### **III. Active Participation**

We encourage the active participation of all employees and any authorized employee representatives in the development and implementation of this Plan. To that end, the Company has implemented the following effective procedures:

- Employees should inform Human Resources immediately if they identify or know of any workplace violence hazards.
- If a workplace violence hazard is identified, the Company will ask employees and any authorized employee representatives to assist the Company in evaluating and correcting the hazard.

- Employees are encouraged to participate in the design and implementation of the workplace violence training provided pursuant to this Plan and should share any thoughts on the training with Human Resources.
- Employees are requested to report any workplace violence incidents they are aware of and will be asked to assist in the investigation of workplace violence incidents as appropriate.

When applicable, the Company will coordinate the implementation of this Plan with other employers to ensure that those employers and their employees understand their respective roles and responsibilities. The Company will do so via the following effective methods:

- Communicate with employers present in the workplace about this Plan.
- Ensure that all employees are provided with the required workplace violence training.
- Ask employers and their employees present in the workplace to report any workplace violence incidents or hazards.
- Ask employers and their employees present in the workplace to participate in the investigation of any workplace violence incidents when applicable.
- Ensure that all workplace violence incidents are recorded as required and copies of violent incident logs are shared as appropriate.

#### **IV. Reporting Workplace Violence Matters**

The Company asks all employees to immediately report any violent incidents, threats, or other workplace violence concerns to the Company. Such reports can be made Human Resources. The Company strictly prohibits any retaliation against employees for reporting these matters to the Company or to law enforcement and employees may make such reports without fear of reprisal.

#### **V. Identifying & Correcting Workplace Violence Hazards**

The Company has adopted the following procedures to identify and evaluate workplace violence hazards in the workplace:

- Periodic inspections monthly to identify unsafe conditions, work practices, and employee reports and concerns. In addition to the scheduled periodic inspections, inspections will also be conducted when: (i) the Plan is first established; (ii) after the occurrence of a workplace violence incident; and (iii) whenever the Company is made aware of a new or previously unrecognized hazard.
- Employees are asked to immediately report any actual or potential workplace violence hazards that they identify or are aware of.
- The Company will promptly evaluate and correct any identified workplace violence hazards, based on the severity of the hazard, when such hazard is observed or discovered.
- When an imminent workplace violence hazard exists which cannot be immediately abated without endangering employee(s) and/or property, the Company will remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary safeguards.
- Inspections for workplace violence hazards include assessing the following:

- The exterior and interior of the workplace for its attractiveness to potential thieves or suspicious persons.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

## **VI. Responding to Reports & Incidents of Workplace Violence**

The Company will promptly investigate all incidents of workplace violence and reports of workplace violence matters or concerns brought to its attention and take all necessary and appropriate corrective actions to alleviate the concern. Employees will be asked to participate in the investigation and will be informed of the results thereof and any corrective actions taken, as appropriate.

## **VII. Responding to Workplace Violence Emergencies**

The Company has enacted the following procedures in the event there is an actual or potential workplace violence emergency in the workplace:

- The Company will promptly alert employees of the presence, location, and nature of the workplace violence emergency by radio, text message, or email. Alarm systems and PA announcements may also be used to alert employees of emergencies. (The alarms could be audible alarms, visual alarms, or both).
- The Company will have evacuation or sheltering plans. Please refer to IIPP for details.
- Employees may obtain help from by calling 9-1-1 for emergency assistance and then notify the Plan administrator.

### **VIII. Procedures to Ensure Compliance**

The Company is enacting various effective procedures to ensure that all employees comply with this Plan. Such procedures include:

- Oversight by individuals responsible for the implementation and maintenance of this Plan.
- Recognizing employees for following this Plan and other safe and healthful work practices.
- Training and retraining programs for employees as described herein and as otherwise appropriate.
- Disciplining employees as appropriate for failure to comply with this Plan.

### **IX. Training**

All employees will receive training when this Plan is first established and on an annual basis thereafter. Additional training will be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the Plan. Such additional training may be limited to addressing the newly identified workplace violence hazard or reviewing the changes to the Plan. Training records must be created and maintained for one (1) year.

The training will provide an opportunity for employees to ask interactive questions with a person knowledgeable of this Plan and cover the following topics:

- This Plan, how to obtain a copy of the Plan, and how to participate in the development and implementation of the Plan.
- The definitions and requirements of California Labor Code Section 6401.9.
- How to report workplace violence incidents or concerns to the Company or law enforcement without fear of reprisal.
- Workplace violence hazards specific to employees' jobs, the corrective measures the Company has implemented, how to seek assistance to prevent or respond to violence in the workplace, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of applicable records.

### **X. Maintaining a Violent Incident Log**

The Company shall record information in a violent incident log for every workplace violence incident.

Information that is recorded in the log for each incident shall be based on information solicited from the employees who experienced the workplace violence, on witness statements, and on investigation findings.

The employer shall omit any element of personal identifying information sufficient to allow identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity. The log shall be reviewed during the periodic reviews of the plan, as specified above.

At a multiemployer worksite, the employer or employers whose employees experienced the workplace violence incident shall record the information in a violent incident log as set forth above and shall also provide a copy of that log to the controlling employer.

The information recorded in the log shall include all of the following:

- (A) The date, time, and location of the incident.
- (B) The workplace violence type or types, as described in clause (iii) of subparagraph (B) of paragraph (6) of subdivision (a), involved in the incident.
- (C) A detailed description of the incident.
- (D) A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
- (E) A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- (F) A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- (G) The type of incident, including, but not limited to, whether it involved any of the following:
  - (i) Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
  - (ii) Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
  - (iii) Threat of physical force or threat of the use of a weapon or other object.
  - (iv) Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
  - (v) Animal attack.
  - (vi) Other.
- (H) Consequences of the incident, including, but not limited to:
  - (i) Whether security or law enforcement was contacted and their response.
  - (ii) Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
- (I) Information about the person completing the log, including their name, job title, and the date completed.

**EXHIBIT 1**

**VIOLENT INCIDENT LOG**

REPORTED BY: \_\_\_\_\_ DATE OF REPORT: \_\_\_\_\_

TITLE / ROLE: \_\_\_\_\_

**WORKPLACE VIOLENCE INCIDENT INFORMATION**

DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_

NAME OF PERSON DEMONSTRATING PROHIBITED BEHAVIOR: \_\_\_\_\_

NAME OF VICTIM: \_\_\_\_\_

LOCATION: \_\_\_\_\_

SPECIFIC AREA OF LOCATION: \_\_\_\_\_

ADDITIONAL PERSON(S) INVOLVED: \_\_\_\_\_

WITNESSES: \_\_\_\_\_

**TYPE OF INCIDENT**

PHYSICAL ATTACK:  biting       choking       grabbing       hair pulling       kicking  
 punching       slapping       pushing       scratching       spitting

WEAPON      TYPE OF WEAPON: \_\_\_\_\_

THREAT OF PHYSICAL FORCE OR USE OF A WEAPON: EXPLAIN DETAILS BELOW.  
\_\_\_\_\_  
\_\_\_\_\_

SEXUAL ASSAULT OR THREAT: EXPLAIN DETAILS BELOW.  
\_\_\_\_\_  
\_\_\_\_\_

ANIMAL ATTACK: EXPLAIN DETAILS BELOW.  
\_\_\_\_\_  
\_\_\_\_\_

RESULTING ACTION EXECUTED, PLANNED, OR RECOMMENDED:  
\_\_\_\_\_  
\_\_\_\_\_

REPORTING STAFF NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_