

Workplace Security Program

November 4, 2024

Purpose

Hilltoppers Inc. recognizes that violence in the workplace is a growing nationwide problem, necessitating a firm response. The costs of workplace violence are great, both in human and financial terms. Hilltoppers Inc. believes that the safety and security of all employees and service recipients is paramount.

Hilltoppers Inc. is committed to maintaining a safe, healthy, and efficient working environment where employees and those we support are free from the threat of violence regardless of source or type.

Statement of Policy

Acts or threats of physical violence, including intimidation, harassment and/or coercion, that involve or affect the organization, or occur in the course of business conducted on or off Hilltoppers Inc. property, including group homes or in any person supported's home, will not be tolerated. The prohibition against threats and acts of violence applies to all people involved in Hilltoppers Inc. operations, including, but not limited to, employees, contract workers, temporary employees, customers, vendors, visitors, service recipients and anyone else on Hilltoppers Inc. property or conducting business at Hilltoppers Inc. property.

Prohibited Behavior

Hilltoppers Inc. will not tolerate, condone or allow any discriminatory harassment of any of its employees by leaders, employees, customers, vendors or others with whom Hilltoppers Inc. does business. Hilltoppers Inc. has zero tolerance for such harassment.

Hilltoppers Inc. will not tolerate verbal, written or physical conduct that harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile environment.

Examples of behavior, which violates this policy, include, but are not limited to:

- Epithets, slurs, quips, or negative stereotyping.
- Threatening, intimidating or hostile acts that relate to race, color, religion, creed, gender, national origin, sexual orientation, age, disability, veteran status, marital status or any other category protected by applicable law.
- Written or graphic material (including but not limited to graffiti) that is placed on walls, bulletin boards or elsewhere on Company premises, or circulated or displayed in the workplace, that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, creed, gender, national origin, sexual orientation, age, disability, veteran status, marital status, or any other category protected by applicable law; or
- Jokes, pranks or other forms of humor that are demeaning or hostile regarding race, color, religion, creed, gender, national origin, sexual orientation, age, disability, veteran status, marital status or any other category protected by applicable law.
- Retaliation or disparate treatment against employees who report or submit a complaint regarding harassment and/or inappropriate behavior, or who participate in an investigation of any reported harassment.

The type of behaviors described above are examples of harassment based on race, color, religion, creed, gender, national origin, sexual orientation, age, disability, veteran status, marital status or any other category protected by applicable law, and all are unacceptable not only in the workplace, but also in any other work-related settings such as business trips or business-related social events.

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Reporting Workplace Violence or Criminal Behavior

An employee wishing to report workplace violence and other criminal behavior shall contact their immediate supervisor. The immediate supervisor shall document the complaint in writing and immediately contact the Human Resources department.

In the event the employee does not feel comfortable reporting the prohibited behavior to their supervisor, the employee shall contact the Human Resources department and report the issue.

In either case, the Human Resources representative shall investigate the complaint and take appropriate steps. When the investigation is completed, the Human Resources representative shall contact the employee that initiated the complaint and provide a summary of findings and steps taken. Human Resources shall keep the written report for a period of not less than five years.

Report & Procedure of Suspicious Activity

In the event an employee notices suspicious activity (i.e. hostile or uninvited visitors, unauthorized people using video or taking pictures) approach the person and direct them to the Administrator or front office. If uncomfortable, do not attempt to intervene with the suspicious person. Instead, the employee shall immediately notify their supervisor or other member of management. Call 911 if the situation warrants.

Procedure

If at any time, ANYONE feels they or anyone else is in imminent danger----- call 911 immediately.

NEEDED ASSISTANCE - In the event the receptionist or anyone else needs assistance with a suspicious, belligerent or disgruntled person, the employee will make a page stating **“Management please come to the area where the person is needing help.** This page is instructions for members of management to please come to the front office or other area for needed assistance. Staff in the day center will need to stay alert and stay with those people supported in the event another page may be initiated.

SUSPICIOUS PERSON - In the event a suspicious person enters the front office/reception or other area and is exhibiting abnormal, suspicious, threatening or other type of endangering behavior, the receptionist or other employee will page for **(Suspicious person in the parking lot, lock all doors and be aware OR intruder in the reception area, go to the safe area immediately!)** The person paging should be specific and state where the intruder/shooter is at. No codes. This will be the code/announcement for staff at the day center to relocate people supported to the back of the building in the identified safe place which is the craft room, therapy room and medication room. When entering the safe area, move filing cabinet or other furniture in front of the door.

EVACUATE: If it is necessary, anyone may page **“Evacuate immediately and report to safe area outside (gazebo or picnic area)”** which would mean everyone should be on the alert and evacuate the building.

All employees should always pay attention to their surroundings. In the event, the receptionist or other employee is unable to make the page or make the call and follow the procedure, someone else may have to make the announcement. Staff should immediately redirect all people supported to the back of the building where it is safe and any available management or staff should carefully check the area to help if possible.

In the event there is a need to “Stay in Place-Shelter” or lock down the building with people inside, the notification will be **Stay or shelter in place in the safe place and lock down the building**”. When this is announced, staff should ensure all windows and doors are closed and locked.

For other procedures regarding Intruder or Active Shooter, please refer to Intruder or Active Shooter Procedures.

Emergency Notifications to Post

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