



# NORPAC

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## Workplace Violence Policy

**Purpose:** The purpose of this policy is to set the standards that support NORPAC's commitment to provide a workplace free from violence.

**Scope:** The policy applies to all employees, vendors, contractors and third-party agents, wherever NORPAC business is conducted.

**Definition of Workplace Violence:** Workplace violence is any act or threat of physical violence, or related harassment, intimidation, or other threatening disruptive behavior that occurs at the worksite. Workplace violence can range from bullying, verbal or physical threats, physical assaults to homicide.

**Policy:** It is a NORPAC policy that threats, intimidation, harassment, assaults or acts of violence in the workplace or while conducting company business are inappropriate, unacceptable and will not be tolerated. The expectation is that all employees have a safe work environment.

### Employees are responsible for:

- Reviewing, understanding and complying with this policy
- Reporting any threatening or violent behaviors to any team leader, manager or human resources representative.
- Understanding if violence is imminent, call (360) 636-6500 (Comm Center) from cell phone or 911 from a mill phone.
- Taking and understanding Absorb training titled, 'Active Shooter: Responding in the Worst-Case Scenario'.

### All Leaders and Site Managers are responsible for:

- Reviewing and understanding this policy
- Reviewing and understanding - *Active Shooter How to Respond* [Active Shooter Response](#)
- Taking and understanding Absorb training titled, 'Active Shooter: Responding in the Worst-Case Scenario'.
- Reporting any known workplace violence concerns to NORPAC's Human Resource Department

Failure to comply fully with this policy will result in discipline up to and including termination