

## Workplace Non-Violence

### Policy

Citizens Energy Group is committed to providing a safe and secure workplace for its employees, customers and visitors. We have zero tolerance for workplace violence and harassment. Additionally, all employees, customers and visitors are prohibited from carrying weapons on company property.

### Workplace Violence

***Workplace Violence includes, but is not limited to, intimidation, threats, physical attack, domestic violence or property damage. Harassment includes, but is not limited to, inappropriate behavior that fails to respect the rights of other individuals, including both verbal and non-verbal behavior.*** Citizens Energy Group will take reasonable measures to investigate any reports of violent or threatening acts. Such acts may include, but not be limited to, the following behavior:

#### Intimidation

Engaging in actions that includes, but not limited to, stalking or behavior intended to frighten, coerce, or induce duress.

#### Threats

The expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional or future.

#### Physical Attack

Unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.

#### Domestic Violence

Use of abusive or violent behavior, including threats and intimidation, between people who have an ongoing or prior intimate relationship. This could include people who are married, live together or date or who have been married, have lived together or dated.

### Prohibited Weapons

All company employees, contract and temporary employees, visitors, contractors, vendors and customers are prohibited from carrying weapons on company property. The only exceptions to this rule will be on-duty police officers, security guards hired by the company for security purposes or other persons/employees who have been given special consent by the company.

Furthermore, employees (including contract and temporary) are prohibited from carrying a weapon while in the course and scope of performing their job for the company, whether they are on company property at the time or not. This policy also prohibits weapons at any company sponsored function such as parties or picnics.

Prohibited weapons include any form of weapon or explosive device restricted under local, state or federal regulation. This includes all firearms, illegal knives, or other weapons covered by the law (see last page for a partial list of illegal weapons & definition of explosive device). Legal, chemical dispensing devices such as pepper sprays that are sold commercially for personal protection are not forbidden by this policy. If you have any questions about whether an item is covered, please talk with your supervisor or Human Resources. You will be held responsible for making sure beforehand that any potentially covered item you possess is not prohibited by this policy.

“Company property” covered by this policy includes, without limitation, all company owned or leased buildings/facilities and surrounding areas such as sidewalks, walkways, driveways and parking lots under the company’s ownership or control. Company vehicles are covered by this policy at all times regardless of whether they are on company property at the time.

### **Inspections/Searches**

The company reserves the right to conduct searches of any person, vehicle or object that enters onto company property. Pursuant to this, the company reserves the right to enter or inspect employee’s work/storage areas, including, but not limited to desks, lockers, purses, briefcases, toolboxes, lunch boxes, with or without notice.

### **Consequences**

Failure to abide by all terms and conditions of the policies described above may result in discipline up to and including termination. Additionally, carrying a weapon onto company property in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from the company property, and may result in prosecution.

Notwithstanding the aforementioned, nothing herein shall be construed as requiring employees to forego the otherwise lawful ownership, possession, storage, transportation or use of a firearm or ammunition as a condition of employment.

For the purposes of this policy, “illegal weapons” include, but not limited to, the following:

**Explosive Device** - Any substance or article, including an improvised device, designed to function by explosion or by a chemical reaction within itself that can function in a similar manner. Such devices can be destructive, lethal, noxious, pyrotechnic, or incendiary and are designed and/or used to destroy, incapacitate, harass, or distract.

**Firearms** - any handgun, automatic, revolver, pistol, rifle, shotgun, or other instrument or device capable or intended to be capable of discharging bullets, cartridges or other explosive charges.

**Knives** – any dagger, dirk, stiletto or knife with a blade over 3 inches in length or has more than one sharp edge.

**Switchblade Knife** – any knife with a blade that opens automatically by hand pressure applied to a button, spring or other device in its handle.

**Blackjack** – any billy, nightstick or club.

**Artificial knuckles** – any made from metal, plastic or other similar hard materials.

### **Stun Guns**

### **Tasers**

Primary Business Unit Owner: Director of Human Resources  
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Next Review: 2026

Supersedes: Policy Release #1006, Effective March 1, 2005

Reference: Workplace Violence  
Harassment

*"Citizens Energy Group at its option reserves the right to change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice."*