

### **Workplace Security Plan**

#### **I. General Philosophy**

A. This company has developed a work site security plan to state company guidelines on issues of concern and methods to maintain security at our construction sites. EMA is interested in preventing internal or external theft of information or materials, as well as preventing violence of any sort from occurring either between co-workers or from a non-employee to an employee.

The Project Manager is the program coordinator, acting as the representative for EMA, who has overall responsibility for the site. Copies of this plan are kept in EMA written Safety and Health Manual and at our corporate offices.

B. It is the company's policy to require employee adherence to the procedures outlined in this policy.

C. It is the company's policy to establish and maintain a Workplace Security Plan that covers our construction sites:

D. EMA will establish a threat assessment/crisis management team when necessary that will, along with other duties, help to implement this policy, oversee company response to, and evaluate any instance of, reported workplace violence.

#### **II. Prohibited Behavior**

A. In keeping with this policy, EMA prohibits any employee from engaging in any act either on company premises or during the performance of work-related duties that:

1. Threatens the safety of an employee and/or customer.
2. Affects the health, life, or well-being of an employee and/or customer.
3. Results in damage to company, employee, or customer property.

B. Such acts include, but are not limited to:

1. Threatening, intimidating, coercing, harassing, or assaulting an employee or customer.
2. Sexually harassing an employee or customer.
3. Carrying concealed weapons on company property, or concealing a weapon on company property.
4. Allowing unauthorized persons access to the building without management permission.
5. Using, duplicating, or possessing keys to the building or offices within the building without authorization.
6. Stealing, or attempting to steal, property of the company, an employee, or customer.

7. Damaging, or attempting to damage, property of the company, an employee, or customer.

### **III. Responsibility**

- A. It is the company's policy to provide clear and decisive leadership in the identification of risks and prevention of workplace violence. By clearly assigning responsibility for various aspects of this program, communication can be established and enhanced and accountability can be enforced.
- B. The Project Manager has overall administrative responsibility for this security program.
- C. The Project Manager(s) are responsible for ensuring that their employees abide by all security policies and procedures, as well as notifying of any security related problems.
- D. Employees are responsible for complying with all security policies and procedures, and notifying their immediate supervisor and of any security related problems.

### **IV. Physical Access**

#### **A. Guiding Philosophy**

It is the company's policy to control physical access to the facility as one method of reducing the potential of conflict with other persons outside of the workforce. This is accomplished by having a visitors log requiring sign in/sign out and posting signs allowing only authorized individuals access. It is in the best interest of every employee to follow all procedures listed.

Other methods that may be used to limit general/public access may include

- Security Access Cards
- Employee Identification Cards
- Security and Law Enforcement Personnel

### **V. Computer Access**

#### **A. Guiding Philosophy**

1. It is the company's policy to control access to the company computer system as one method of ensuring the integrity of data, safety of employees, and the safeguarding of company assets. It is in the best interest of every employee to secure company proprietary information from unauthorized access.

### **VI. Workplace Violence Reporting & Investigation Procedures.**

#### **A. Guiding Philosophy**

1. It is the company's policy to take every reasonable measure to prevent violence from occurring here. This policy will be enforced and regularly reviewed to keep its measures relevant and its procedures in compliance with any applicable federal and state laws and legal decisions. In keeping with a zero tolerance of workplace violence, all reported incidents will be investigated. In the interest of a safe and productive workplace, an employee who engages in prohibited

conduct will be subject to appropriate disciplinary action, as determined by the findings of a fair and impartial investigation. Such discipline may include warnings, reprimand, suspension, or immediate termination. In addition, certain actions may cause the employee to be held legally liable under state and/or federal law.

**B. Reporting Required**

1. It is the responsibility of all employees to report incidents of theft, misuse, or destruction of property to management.
2. All incidents involving theft, destruction, or misuse of company assets, resources, and property and/or employees' personal belongings must be reported. Reports are to be made directly to the Project Manager.
3. Episodes of workplace violence can only be eliminated if employees are willing and able to report threats, violent acts, and other unsafe conditions. To encourage employees to come forward without the fear of retaliation, the company promises to promptly investigate all complaints of retaliation and impose appropriate disciplinary action, up to and including termination.