

## HUMAN RESOURCES - *Workplace Violence Prevention*

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JW Aluminum is committed to providing a safe, violence-free workplace for our teammates. We have a zero tolerance for violence. Due to this commitment, we discourage teammates from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any teammate will not be tolerated. A threat may include any verbal or physical harassment or abuse; attempts to intimidate others; menacing gestures; stalking; or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All JW Aluminum teammates bear the responsibility of keeping our work environment free from violence or potential violence. Any teammate who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or HR department. All threats will be promptly investigated. No teammate will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its teammates, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

JW Aluminum prohibits the possession of weapons on its property at all times, including our parking lots or company vehicles. Additionally, while on duty, teammates may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages or cut string and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any Teammate violating this policy is subject to discipline up to and including dismissal for the first offense.

The company reserves the right to inspect all belongings of Teammates on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on company property. In addition, JW Aluminum may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all company property and other items that are in violation of company rules and policies.

### **Commitment to Safety**

Protecting the safety of our teammates and visitors is the most important aspect of running our business.

All teammates have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All teammates are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

Any workplace injury, accident, or illness must be reported to the Teammate's supervisor as soon as possible, regardless of the severity of the injury or accident.

## **Reporting Potential Problems**

It is everyone's business to prevent violence in the workplace. You can help by reporting what you see in the workplace that could indicate that a coworker is in trouble. Often, you are in a better position than management to know what is happening to those you work with.

You are encouraged to report any incident that may involve a violation of our policies that are designed to provide a comfortable and safe workplace environment. Concerns may be presented to your supervisor, or a designated member of our management team.

All reports will be investigated and information will be kept confidential, except where there is a need to know to effectuate a solution to the problem.

## **Workplace Incidents**

In the event of a major workplace incident that affects or has the potential to affect, the mental health of our work force, we will provide initial counseling and support services to you and your immediate family members.

As the crisis passes and support systems are put into place for individuals affected by the incident, we will make every effort to return to normal business operations. A reasonable effort will be made to notify teammates, customers, stockholders and others who need to know of the status of our business operations directly whenever possible. In cases where direct contact is not possible or practical, an effort will be made to communicate through the news media and other available resources.