

# Tender Care Medical Services, Inc.

## POLICY & PROCEDURES

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Title: Workplace Violence/Weapons

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Originating Department: Human Resources

Approved By:



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### **PURPOSE:**

To establish a policy prohibiting workplace violence and the possession of weapons on Company premises, in order to promote the safety of both employees and non-employees.

### ***DEFINITIONS:***

#### Possession

To have on one's person, in one's personal effects, or otherwise under one's care, custody and /or control.

#### Premises

For purposes of this policy includes all property, PPEC sites, buildings, structures, installations, work locations, work areas, or vehicles owned, operated, leased or under the control of the Company. Private vehicles parked on such premises or property are excluded from this policy.

#### Weapons

Instruments designed or reasonably believed to be intended for inflicting injury to or intimidating another person, including, but not limited to, firearms, knives, ballistics, explosives, ammunition or other incendiary devices.

### **VIOLENCE OR THREATS OF VIOLENCE:**

Any acts or threats of violence by any employee against any other employee, patient, visitor or any other person on Company premises, or during an employee's working hours, are expressly forbidden. Any employee who engages in any threatening behavior or acts of

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violence or who uses obscene, abusive or threatening language or gestures will be subject to disciplinary action, up to and including immediate termination. Furthermore, any acts or threats of violence by a non-employee on the premises are expressly forbidden and will result in the expulsion of such person from the premises unless such person requires emergent medical treatment.

## **WEAPONS:**

Weapons are not permitted on Company premises or in Company-owned vehicles. Specifically excepted are those individuals who are acting in an official capacity and who are licensed to possess a weapon for the purpose of acting in that capacity (e.g., law enforcement officer, deputy sheriff). The Company will cooperate fully with any law enforcement officer or agency in enforcing this policy. Any employee who possesses a weapon on Company premises, in a Company-owned vehicle, or while otherwise engaged in business on behalf of, with, or for the Company, will be subject to disciplinary action, up to and including termination. Any non-employee who possesses a weapon on Company premises in violation of this policy will be expelled from the premises unless such person requires medical treatment.

In enforcing this policy, every employee may be required, upon a Administrator's request, to submit to an inspection of personal or Company property including, but not limited to:

- Any pocket, package, purse, briefcase, lunchbox, or other container brought onto Company premises, or
- Any desk, file cabinet, personal locker, or other container provided by the Company.

Failure to submit to an inspection may subject an employee to immediate discharge.

Any non-employee who refuses to submit to an inspection at the request of any Supervisor/Administrator who has reasonable cause to believe that the non-employee may have any weapon(s) in his/her possession will not be allowed onto Company premises or will be removed from such premises.

Employees should report any violation of this policy's prohibitions on violence, threatened violence, or the possession of weapons to their immediate Supervisor/Administrator or the HR Director/ Chief Executive Officer. Upon such report, a thorough investigation will be conducted and, if warranted, appropriate disciplinary action will be taken. Non-employees should report any violation of this Policy to any employee. The employee, in turn, should report the alleged violation to his/her Supervisor/Administrator or to the HR Director/Chief Executive Officer.

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## **SECURITY:**

The Company has established practical security measures to ensure that the Company premises (PPEC Sites) are safe and secure to the maximum extent possible and to deal properly with access to Company premises by the public, off-duty employees and former employees.