

**BENCO
Personnel Manual**

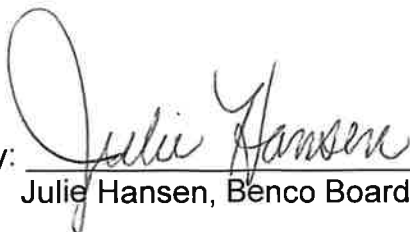
PROHIBITION OF WORKPLACE VIOLENCE & WEAPONS

Benco has a “zero tolerance” policy for any action that threatens its employees or residents. This includes verbal and physical harassment, verbal and physical threats, verbal and physical confrontations, and any actions that cause others to feel unsafe in the workplace. As part of this policy, employees are prohibited from bringing weapons of any kind to work or on Benco premises, including parking lots. Further, Benco reserves the right to inspect, with or without notice, all persons’ packages, automobiles, and other items that come onto Benco premises.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Benco property will be removed from the premises as quickly as safety permits, and will remain off Benco premises pending the outcome of an investigation. Benco will initiate an appropriate response which may include, but is not limited to, suspension and/or termination of employment, and/or criminal prosecution of the person(s) involved. All Benco employees are responsible for notifying their immediate supervisor of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, employees should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job-related or might be carried out on Benco premises or is connected to Benco employment.

Employees are encouraged to raise workplace concerns with their immediate supervisor. If the supervisor is unavailable or if the complaint remains unresolved after talking with the supervisor, or if the nature of the complaint is such that the employee does not feel they can discuss the complaint with their supervisor, the employee should report it to the Residential Director and/or Personnel Director/Executive Director. While Benco cannot promise complete confidentiality due to the need to investigate, information about any complaint will be treated as confidential as possible and will be followed up with proper investigation and responsive action. Generally, this means confidential information will be shared only on a need-to-know basis.

Employees who report in good faith and participate in an investigation will not be retaliated against or otherwise treated adversely relating to the reporting of the situation or participation in an investigation.

Approved By: 
Julie Hansen, Benco Board President

Date: 9/26/23