

WORKPLACE SAFETY

To maintain an injury-free environment, we have established an Injury and Illness Prevention Program that details the various methods used to create and maintain a hazard-free workplace. These include safety committees, audits, and inspections. Please contact the HR Department for a copy of the Injury and Illness Prevention Program.

Safety is everyone's responsibility in all operations, at all locations, and at all levels. We need your cooperation in observing and improving our safety-related policies and procedures. Safety training is given to all employees on a regular basis. Please follow our safety rules to prevent injury to yourself and others.

If you become aware of any potential health or safety hazards to employees or to the public, please let your supervisor know immediately. Similarly, you must report any on-the-job injuries or accidents to your supervisor as soon as they happen.

WORKPLACE SECURITY

We will not allow employees, consultants, customers, visitors, or anyone else on Parks Conservancy premises or engaging in Parks Conservancy-related activities to behave violently or in a threatening manner. Prohibited behavior includes any verbal or written threats; attempts to instill fear in others; belligerent speech; theft or sabotage of property; or a demonstrated pattern of refusal to follow supervisory direction or Parks Conservancy policies and procedures. Firearms, knives, or weapons of any kind are prohibited on Parks Conservancy premises, in Parks Conservancy parking lots, or while conducting Parks Conservancy business in any location.

To prevent potential violence from occurring, we reserve the right to deal with any behavior that suggests a propensity towards violence.

REPORTING ACTUAL OR POTENTIAL VIOLENCE

If you become aware of such behavior by an employee, customer, consultant, visitor, or anyone else on Parks Conservancy property, please immediately notify your supervisor or file a written complaint, so that we can take action to protect you and others. Please refer to the Dispute Resolution Procedures section for details on how to file a written complaint.

In addition, please notify your supervisor, manager, or the HR Department if: (1) you have any restraining orders in effect against others, or (2) a potentially violent non-work-related situation exists that could result in violence in the workplace.

INVESTIGATION OF COMPLAINTS

All reports of workplace violence will be taken seriously and investigated promptly and thoroughly. If appropriate, we will inform you of the results of the investigation. To the extent appropriate, we will maintain confidentiality about the reporting employee and the investigation unless disclosure of results is necessary to protect others' safety.

We do not retaliate against anyone who makes a report in good faith.

DISCIPLINE OR PREVENTIVE ACTION

If it is determined that workplace violence has occurred or may occur, we will take prompt corrective action towards the offending person. If appropriate, we may request that an employee participate in counseling, either voluntarily or as a condition of continued employment.

MAINTAINING PARKS CONSERVANCY PROPERTY

We believe that protecting against theft or unauthorized use of our property is also vital to the health and safety of our employees.

REMOVAL OF PARKS CONSERVANCY PROPERTY FROM THE WORKPLACE

Removal of Parks Conservancy property from the workplace without authorization from your supervisor is prohibited. The Parks Conservancy reserves the right to take appropriate action to prevent unauthorized removal of its property.

PARKS CONSERVANCY ACCESS TO ITS PROPERTY

In order to ensure access at all times to our property, and because we may need property or business information that is properly in your possession when you are not available, we reserve the right to conduct inspections or searches for business reasons at any time for Parks Conservancy property or Parks Conservancy-related information. Places searched may include offices, locked desks and drawers, closets, lockers, and similar places where you might store Parks Conservancy property or business information.

We also reserve the right to access information and communications stored in our electronic communication resources such as computer files, disk drives, email, and voicemail boxes.

Physical and electronic places may be searched whether or not they are locked or protected by access codes.

Because even a routine search for Parks Conservancy property could result in the discovery of your personal possessions, you are encouraged to leave personal property items that you wish to keep private at home.

INSPECTIONS FOR PROHIBITED MATERIALS

Certain materials are prohibited at the workplace. Such materials include, but are not limited to, firearms or other weapons and illegal drugs or other controlled substances.

If we suspect that you may be in possession of any such prohibited materials or any Parks Conservancy property that you are not authorized to possess, we may inspect or search your workplace including the locations listed above or similar places where you may place personal possessions, whether or not such places are locked.