

DFJV Workplace Violence Prevention Plan

Purpose and Policy

At DFJV we are committed to providing, to the extent possible, an environment free from all forms of violence including, but not limited to, harassment, intimidation, verbal, written and physical threats or acts of physical assault, as well as a threat or use of physical force against any employee. DFJV has a zero-tolerance policy when it comes to any form of violence in the workplace.

This Workplace Violence Prevention Plan (the “Plan”) applies to all DFJV employees and is specific to the hazards and corrective measures for each work area and operation. The purpose of this Plan is to comply with California Labor Code section 6401.9 and any associated regulation promulgated by the Division of Occupational Safety and Health (“Cal/OSHA” or “the Division”). The purpose of the Workplace Violence Prevention Plan is also to help prevent injuries and illness from foreseeable incidents that can occur in the DFJV workplace. In accordance with this purpose, the Plan provides guidelines for all employees, whether supervisory or non-supervisory, regarding their role and responsibility for identifying, reporting and prohibiting threats or acts of violence in the workplace.

This Plan is available to employees, authorized employee representatives, and representatives of the DFJV at any time upon request. Employees may access a copy of the plan through written or verbal request to the WVPP Administrator or Human Resources Department. This will be provided in printed form, unless requested by the employee or designated representative to receive an electronic copy.

To the extent there is any conflict between this Plan and a collective bargaining agreement between DFJV and any Unions working with the DFJV, the collective bargaining agreement controls.

Workplace Violence Prevention Plan

Authority and Responsibility

The DFJV has appointed the Safety and Security Manager, Heather Simmons as the WVPP Administrator. The WVPP Administrator will have the authority and responsibility for implementing the provisions of this program for DFJV. Staff who are also responsible for training, supporting and maintaining the WVPP are listed below:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Michael Storie	Segment 1 Safety Manager	Responsible for emergency response, hazard identification, and coordination	559-716-1189	mstorie@dfcp23.com
Michael Simpson	Segment 2/Precast Safety Manager	<i>Responsible for emergency response, hazard identification, and coordination</i>	559-847-5819	msimpson@dfcp23.com
Juan Cisneros	Segment 2A/Tubyard Safety Coordinator	<i>Responsible for emergency response, hazard identification, and coordination</i>	559-930-6995	jcisneros@dfcp23.com
Andrew Giurlani Alexis Salmeron	Segment 3 Safety Managers	<i>Responsible for emergency response, hazard identification, and coordination</i>	559-426-4934 661-865-0077	agiurlani@dfcp23.com asalmeron@dfcp23.com

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering worker inquiries about the WVPP.

As per the DFJV Injury and Illness Prevention Program (IIPP), managers and supervisors are responsible for providing a secure work environment for their staff, including:

- Identification of security risks
- Staff training needs
- Development and management of DFJV security policies and procedures
- Incident reporting
- Assist in Investigation and follow up

All employees and project visitors are responsible for reporting hazards and injury or illness incidents per the IIPP, including hazards and incidents related to workplace violence.

Managers, Supervisors and Employee Obligations

Each Employee, business partners, or visitors to the project must report incidents of threats or acts of physical violence.

Employees (Including Managers and Supervisors) are responsible for:

- Being familiar with the DFJV policy regarding zero tolerance for workplace violence.
- Promptly reporting actual and/or potential acts of violence to appropriate authorities.
- Cooperating fully in investigations/assessments of allegations of workplace violence.
- Being familiar with the service provided by the Employee Assistance Program and Signatory Unions' Employee Resource Programs.
- Informing appropriate personnel about restraining or protective court orders related to domestic situations so that assistance can be offered at the work site.
- Their own behavior by interacting responsibly with fellow employees, supervisors, and visitors, clients etc.
- Complying with the Plan.

Segment Safety Personnel are responsible for:

- Assisting Senior Management with threat assessment and response activities.
- Creating and maintaining emergency response and preparedness activities.
Identifying, evaluating, and determining corrective measures to prevent workplace violence.
- Assessing the physical and social environment for potential negative and positive stressors.
- Designing and implementing training.
- Reporting and investigating workplace violence incidents.
- Providing technical advice and support regarding physical security matters.
- Using de-escalation techniques to reduce violent incidents, as appropriate.
- Requesting, when appropriate, assistance from functional area expert(s).
- Acting as liaison with local authorities and outside law enforcement agencies.

Managers and Supervisors are additionally responsible for:

- Accepting and responding to reports of workplace violence incidents in accordance with this Plan.
- Keeping vigilant at all times to avoid violent incidents.
- Ensuring employees under their supervision have been provided training as required by this Plan.
- Ensuring employees are involved in the development and implementation of this Plan, as appropriate.

- Encouraging employees who show signs of stress or evidence of possible domestic violence to seek assistance, such as the Employee Assistance Program or applicable Union Employee Resource Programs.

Employees are additionally responsible for:

- Informing supervisors, safety personnel, or Human Resources of any suspicious activity.
- Actively participate in developing and implementing this Plan, as appropriate (this may also include participating in workplace violence hazard inspections and hazard correction as needed).
- Participating in training and jobsite toolbox talks regarding this Plan.

Compliance

Management will ensure that all workplace security policies and procedures are clearly communicated to and understood by all affected employees. Managers and supervisors will enforce the rules fairly and uniformly. All impacted employees are expected to comply with DFJV security directives, policies, and procedures to help uphold a safe work environment.

All employees are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe and secure work environment. Our system of ensuring that all employees, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at the minimum:

- The new hire orientation will go over the policies and procedures related to workplace violence prevention.
- Informing and training employees, supervisors, and managers in the provisions of DFJV Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
 - Toolbox Talk Topic Meetings and Segment Safety Committee Meetings
- Evaluating and providing retraining to employees whose safety performance is not fully compliant with the WVPP.
 - Will be conducted on a case by case and could also include one on one training
 - Classroom based training
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by good catch reporting and observations. This is recorded by scanning a QR code . All submissions are gathered, and a selected winner (at random) gets a 50\$ gift card.
- Employees who fail to comply with the requirements outlined in this Plan will be retrained and discipline will be issued, if necessary, per the DFJV disciplinary action policy.

DFJV Management will enforce the following:

- Employees will not be threatened with adverse action or retaliated against in any way if they refuse to report to or leave a workplace or jobsite because they have a reasonable belief that the workplace or jobsite is unsafe.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.

Employee Active Involvement

DFJV will ensure the following actions shall be taken to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan this includes, but is not limited to:

- Employee and authorized employee representative participation in identifying, evaluating, and correcting workplace violence hazards.
- Designing and implementing required training under this Plan.
- Reporting and investigating workplace violence incidents.

Employee involvement in the development and implementation of the Plan and training is accomplished through:

Toolbox Talk meetings and Segment safety committee meetings.

Communication with Employees

The DFJV recognizes that to maintain a safe, healthy, and secure workplace we must have a continuous flow of open, two-way communication between all employees, managers and supervisors, regarding all workplace safety, health, and security issues.

DFJV will communicate with employees regarding workplace violence matters, including but not limited to: (1) how an employee can report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal; (2) how employee concerns will be investigated as part of DFJV's responsibility under this Plan, and (3) how employees will be informed of the results of the investigation and any corrective actions to be taken as part of the Company's responsibility under this Plan.

DFJV will utilize the initial and annual training required under this Plan and any other training as required, and other forms of communication such as but not limited to:

- Periodic review of WVPP with all personnel
- Jobsite bulletin board postings
- information posted to the DFJV's intranet
- Toolbox Talk Meetings
- Online training
- Effective communication between workers and supervisors about security and violence concerns, including translation where appropriate.
- Open communication with management about workplace security hazards or threats of violence without fear of reprisal or adverse action.

Employees must report a workplace violence incident, threat or other workplace violence concern to DFJV by contacting their direct supervisor, other manager, a member of safety, the WVPP Administrator, Human Resources, or contacting the hotline at 559-847-5857.

Anti-Retaliation and Anti-Discrimination

DFJV has an enforced non-retaliation and non-discrimination policy, and will not tolerate anyone retaliating against, discriminating against, or harassing any employee for reporting a workplace violence incident, threat or other workplace violence concern to DFJV or law enforcement.

Workplace Violence Identification, Evaluation and Correction of Hazards

DFJV encourages employees to identify workplace violence hazards that may or may not have been identified by DFJV. In order to provide a healthy and safe environment for all employees, collaboration is necessary to identify potential workplace violence hazards that may be undetected and alert the Company if a workplace violence incident has occurred. This includes informing your Segment Safety Manager of unidentified potential or

perceived workplace violence hazards that are new to the workplace, or existing hazards that have not yet been identified. Employees may also alert their supervisor, another manager, other safety personnel, the WVPP Administrator, or Human Resources of a perceived workplace violence hazard by phone or email.

Identification of potential workplace violence hazards are set forth in the DFJV's workplace violence hazard assessment section and to assist in this effort may include:

1. Assessing Risk Factors for Workplace Violence
2. Inspecting Construction Jobsites
3. Inspecting Construction Jobsite Parking Areas
4. Assessing Security Measures for Construction Offices and equipment Storage.
5. Inspecting Parking Areas for Construction Offices and Equipment Storage.

Inspections for Type I (Violence by Strangers) workplace security hazards include but not limited to assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for security surveillance measures, such as mirrors and cameras.
- Adequate lighting outside of and within facilities.
- Procedures for worker response during a robbery or other criminal act, including our policy prohibiting workers, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Whether doors to offices and rooms can be locked.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether workers have access to a telephone with an outside line.
- Whether workers have effective escape routes from the workplace and safe designated areas to go in case of an emergency.

Inspections for Type II (Violence by Customers/Clients) workplace security hazards include but not limited to assessing:

- Access to and freedom of movement within the workplace.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Workers' skill in safely handling threatening or hostile service recipients.
- Effectiveness of systems and procedures that warn others of a security danger
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of worker escape routes.

Inspections for Types III (Violence by Current or Past Coworkers) workplace security hazards include but not limited to assessing:

- How well the DFJV's anti-violence policy has been communicated to employees, supervisors, or managers.
- How effective is communication between management and employees.
- Employees', supervisors,' and managers' knowledge of the warning signs of potential workplace violence.
- Access to and freedom of movement within the workplace by non-workers, including recently discharged workers or persons with whom one of our workers is having a dispute or left as disgruntled.

- Frequency and severity of employees’ reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- Employee disciplinary and discharge procedures.

Periodic Inspections

Periodic inspections are performed according to the following schedule:

1. Plan first established.
2. Weekly in frequency at a minimum.
3. When new, previously unidentified security hazards are recognized.
4. When occupational injuries or threats of injury occur; and
5. Whenever workplace security conditions warrant an inspection.

Periodic inspections to identify and evaluate workplace violence and hazards consist of identification and evaluation of workplace security hazards and changes in worker work practices and may require assessing for more than one type of workplace violence. These inspections will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Michael Storie Safety Manager	Segment 1
Michael Simpson Safety Manager	Segment 2/Precast
Juan Cisneros Safety Coordinator	Segment 2A/Tubyard
Andrew Giurlani Alexis Salmeron	Segment 3

The DFJV conducts periodic inspections of the work environment to identify and evaluate potential workplace violence hazards, which includes all parking and outdoor work areas. Special attention shall be provided, when the following applies but not limited to: (1) employees working in locations isolated from others; (2) employees engaging with the public; (3) lack of physical barriers between employees and the public; (4) exit and emergency exit routes; (5) obstacles or barriers to accessing alarm systems; (6) locations where alarm and security camera systems are not operational or have not been installed; (7) entryways where unauthorized entrance may occur, such as doors designated for staff entrance or emergency exits; (8) presence of furnishings or any other objects that can be used as weapons; (9) storage of valuable property or currency when prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of workplace violence were present;(10) frequency and/or severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of the establishment. Records of periodic inspections will be in writing and maintained by the DFJV for at least 5 years.

When a workplace violence hazard is identified, it will be corrected in a timely manner based on the severity of the hazard. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed employees will be removed from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with the necessary safeguards.

Reporting and Responding to Workplace Violence Incidents or Concerns

Employees must report any workplace violence incident to DFJV by notifying their direct supervisor, other manager, the WVPP Administrator, or Human Resources by phone or email. If an incident results in a serious injury or illness, or death of an employee occurring at a DFJV work location or in connection with employment, it must be reported to the nearest Cal/OSHA District Office. If you are unclear whether the incident must be reported or need instructions regarding reporting, please contact Safety and Security Manager, Heather Simmons.

Employees who fail to report a workplace violence incident may be disciplined up to and including termination.

For employees covered by a collective bargaining agreement, nothing should be read to prohibit the employee from reporting workplace violence incidents or concerns to the authorized employee representatives rather than the procedure set forth in this Plan.

Any employee who encounters or witnesses a situation or act including, but not limited to, workplace harassment, intimidation, verbal abuse or threat, vandalism, and theft which the employee reasonably believes does not pose an immediate danger to others must immediately report the incident to their supervisor or Segment Safety Manager. An employee making a report is expected to fully cooperate if an investigation is initiated by Human Resources.

When a workplace violence incident, or threat of violence is imminent or in progress, Employees should report the incident to law enforcement authorities by calling 9-1-1. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed employees will be removed from the work area except those necessary to correct the existing condition. In the event an occurrence does not pose an immediate danger, employees may report a workplace violence incident, threat or other workplace violence concern to law enforcement at any time, including during working hours, by calling the local authorities at the numbers posted at jobsite muster points and segment offices.

In the event of an actual or potential workplace violence emergency (i.e., circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons, or there is an individual possessing a weapon in the workplace), DFJV will alert employees of the presence, location, and nature of workplace violence emergencies by appropriate method of communication such as text or phone call. Employees should remain calm and not challenge or try to approach the individual(s) possessing the weapon.

Evacuations

If employees can safely do so, they should follow the evacuation plan for their assigned segment. Supervisors are directed, to the extent possible, to take the lead in any evacuation. Evacuation routes and procedures will be addressed in initial and annual employee training. Employees should follow the sheltering plan if appropriate and feasible under the circumstances. In the event of a workplace violence occurrence, employees will meet at the muster point in their designated work area. Employees at the hub will evacuate the office and meet at the designated muster point. Employees should shelter in place if it is unsafe to meet at the muster place. Further details can be found in the Emergency Action Plan and Crisis Management Plan.

Post-Incident Response and Investigation

Once a workplace violence incident, threat or concern has been raised, DFJV will initiate an investigation as detailed below. This includes, but is not limited to, conducting an inspection of the workplace to evaluate potential workplace violence hazards and identify unsafe conditions and work practices. If the inspection reveals an unsafe work practice or condition, it will be corrected in a timely manner based on the severity of the hazard. When an

imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed employees will be removed from the work area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with the necessary safeguards.

All inspections shall be documented in writing, including an identification of any workplace violence hazards and the corrective action taken. Inspection records shall be maintained for at least a minimum of five (5) years.

All reported workplace violence incidents or concerns, as defined above, will be taken seriously and investigated promptly by the WVPP Administrator or designee. The DFJV will complete a case-by-case analysis of each reported workplace incident. Reporting employees will be informed of the results of the investigation and any corrective actions taken to remedy any workplace violence hazard as appropriate.

Any employee found to have committed any act of violence will be subject to corrective action up to and including termination. Individuals engaging in acts of violence will be reported to the local authorities.

Annual WVPP Review

The Plan will be reviewed (1) at least annually, (2) when a deficiency is noticed or becomes evident, (3) after each reported workplace violence incident, and (4) as needed. The WVPP Administrator is responsible for reviewing the Plan which also includes the effectiveness of the Plan. When review of the Plan is necessary, DFJV will seek the active involvement of employees and authorized employee representatives by meeting. The Violent Incident Log will be reviewed by meeting as part of the periodic reviews of the Plan.

Violent Incident Log

DFJV records information for every workplace violence incident in a Violent Incident Log. The WVPP Administrator will be responsible for completing and maintaining the Violent Incident Log.

Information obtained in the Violent Incident Log is based on information received from the employee(s) who experiences the workplace violence incident, witness statements (if any), and on investigation findings. The Violent Incident Logs will not include any personal identifying information sufficient to allow identification of any person(s) involved in the workplace violence incident, such as: (1) person's name; (2) address; (3) e-mail address; (4) telephone number; (5) social security number; or (6) other information that alone or in combination with other publicly available information would reveal the person's identify.

On multi-employer worksites, employers whose employee(s) experienced the workplace violence incident are responsible for recording the incident on their Violent Incident Log. If that employer is not the controlling employer, the employer must provide a copy of the Violent Incident Log to the controlling employer.

The information recorded in the Violent Incident Log must include all of the following:

- The date, time, and location (including specific department) of the incident.
- The type or types of workplace violence, i.e., "Type 1 Violence", "Type 2 Violence", "Type 3 Violence" or "Type 4 Violence" as defined in this Plan, above.
- A detailed description of the incident.
- A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
- A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low

staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.

- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
- Consequence(s) of the incident including, but not limited to: (1) Whether security or law enforcement was contacted and their response; and (2) Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
- Information about the person creating the log entry including: their name, job title and the date completed.

Employee Training

DFJV will provide training and/or information to all employees regarding the Plan. The training material will be appropriate in content and vocabulary to the education level, literacy, and language of employees. Training will be provided when the Plan is first established and annually thereafter on the following topics:

- The WVPP Plan and how to participate in development and implementation of the Plan.
- The definitions and requirements of the Plan and Labor Code section 6401.9.
- How to report workplace violence incidents or concerns to DFJV or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures DFJV has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The Violent Incident Log, including what it is and what information it contains.
- How to obtain copies of: (1) The Plan; (2) records of workplace violence hazard identification, evaluation, and correction (e.g., workplace violence hazard inspections required under this Plan); (3) employee workplace violence prevention training records; and (4) Violent Incident Logs.

Training provided under this Plan will provide an opportunity for interactive questions and answers with a person knowledgeable about the Plan. Additional training will be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the Plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the Plan.

Recordkeeping and Access

DFJV will:

- Maintain records of workplace violence hazard identification, evaluation, and correction for a minimum of five (5) years.
- Create and maintain workplace violence prevention training records for at least one (1) year and include the following:

- Training dates.
 - Contents or summary of the training sessions.
 - Names and qualifications of the people conducting the training.
 - Names and job titles of attendees.
- DFJV will maintain Violent Incident Logs for at least five (5) years.
 - DFJV will maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The workplace violence incident investigations will not contain medical information as defined in Cal. Civ. Code § 56.05(j).

DFJV will make available to its employees and their representatives for examination and copying upon request and without cost, within 15 calendar days:

- Records of workplace violence hazard identification, evaluation, and correction.
- Workplace violence prevention training records.
- Violent Incident Logs.

DFJV will also provide its business partners with copies of workplace violence incident investigations upon request.

Coordination with Other Employers

DFJV will communicate with all other employers employing individuals at the worksite regarding implementation of the Plan and each employer's respective roles.

All employees on the worksite will be provided training and all workplace violence incidents involving any employee must be reported, investigated, and recorded by their employer.

The employer must then communicate that information to the controlling employer and provide them with a copy of the violent incident log.

Definitions

Several terms below will be used throughout this Plan. The definitions below are included to assist managers and employees in understanding the Company's Plan.

"Emergency" means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

“Engineering controls” mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.

“Log” means the violent incident log required by this Plan and Labor Code section 6401.9.

“Plan” means the workplace violence prevention plan required by this Plan and Labor Code section 6401.9.

“Threat of violence” means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

“Workplace violence” means any act of violence or threat of violence that occurs in a place of employment. Workplace violence includes, but is not limited to, the following:

- (i) The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- (ii) An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- (iii) The following four workplace violence types:

“Type 1 violence” which means workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.

“Type 2 violence” which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

“Type 3 violence” which means workplace violence against an employee by a present or former employee, supervisor, or manager.

“Type 4 violence” which means workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

“Workplace violence” does not include lawful acts of self-defense or defense of others.

“Work practice controls” means procedures and rules which are used to effectively reduce workplace violence hazards.