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| Company Name: |  |
| Safe Work Practice: | **Conflict, Bullying & Harassment, Respectful Workplace** |
| Development date: |  |
| Annual Review Date: |  |

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| **Safe Work Procedure** |
| This safe work procedure must be reviewed annually or any time the task, equipment, or materials change. |
| DO NOT engage in aggressive, bullying, hazing or demeaning activities, conversations or actions. |
| * Avoid conflict, if in doubt remove yourself from the situation, contact your supervisor
* If a person you are working with, providing information to, direction to, receiving input from becomes overly argumentative or aggressive and you cannot resolve the issue, leave the site, or ask them to leave the office, if you feel threatened and they will not leave you should depart and report to 9-1-1 and supervisor
* Consider each situation and ensure you remain in control of your responses, actions, and attitudes.
* If you are unable to work calmly and appropriately with that individual be honest with yourself, contact your supervisor.
* Advise your supervisor if you are unable to safely perform work with someone you feel or are observing to be aggressive, challenging of you as a supervisor providing direction, or are visibly angry and are displaying signs of aggression or hostility.
* Do not engage in verbal altercations with unruly or upset workers, supervisors, or others on the ranch. These can rapidly escalate
* Maintain your work alone or in isolation plan, support those who are checking on you and respond to questions about your location, work and whereabouts in a calm and polite manner.
* Active shooter
	+ Remove yourself from area immediately if possible
	+ Dial 9-1-1 but do not speak leave line open use phone after escape
	+ If escape from area or office etc. is not possible and you must shelter in place:
		- Secure your hiding area without giving away location
		- Fortify as much as possible
		- 9-1-1 in hushed voice with details about the situation and your appearance location, details about intruder
		- Remain calm and quiet
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