



Policy No: HR120
Created: May 2026
Updated:

Workplace Violence, Threats, and Weapons Policy

Cutting Edge Renovation & Painting is committed to maintaining a safe, respectful, and professional workplace. The Company does not tolerate workplace violence, threats, intimidation, or unsafe behavior by employees, customers, vendors, subcontractors, visitors, or any other person involved in Company business.

This policy applies while employees are working, on Company property, on jobsites, in customer homes or businesses, in Company vehicles, during work-related travel, at Company-sponsored events, or while representing the Company.

Prohibited Conduct

Employees may not engage in violence, threats, intimidation, or aggressive behavior while working or representing the Company.

Prohibited conduct includes, but is not limited to:

- Fighting or physical assault
- Threatening to harm another person
- Intimidating, bullying, or coercive behavior
- Aggressive yelling, hostile confrontation, or abusive language
- Throwing objects
- Damaging company, customer, coworker, or jobsite property
- Stalking, harassment, or repeated unwanted contact
- Threatening gestures or behavior
- Bringing personal disputes onto the jobsite or workplace
- Encouraging another person to engage in violence or threats
- Any conduct that creates fear for personal safety

Threats

Threats may be verbal, written, electronic, physical, or implied.

Examples include:

- Threatening comments made in person
- Threatening text messages, emails, voicemails, or social media posts
- Comments about harming coworkers, customers, vendors, management, or the company

- Gestures that suggest violence
- Statements about bringing a weapon to work
- Comments that suggest retaliation or revenge
- Repeated angry or hostile behavior that causes safety concerns

Even comments made as a “joke” may be taken seriously if they create concern for safety.

Weapons

Employees may not possess, use, display, brandish, or threaten to use weapons while working, on Company property, in Company vehicles, on jobsites, in customer homes or businesses, or while conducting Company business, except as otherwise protected by applicable law.

Weapons may include, but are not limited to:

- Firearms
- Knives not used as approved work tools
- Explosives
- Tasers
- Clubs or batons
- Other objects used or intended to be used as weapons

Employees who are required to use knives, blades, or similar tools for work must use them only for approved job duties and in a safe, professional manner.

Jobsite and Customer Situations

Employees may occasionally work in situations where a customer, visitor, neighbor, vendor, subcontractor, or another person behaves aggressively or creates a safety concern.

Employees should not escalate the situation or engage in arguments.

If an employee feels unsafe, they should:

- Move to a safe location if possible
- Notify their supervisor, hr, or management immediately
- Call 911 if there is immediate danger
- Avoid making threats or responding aggressively
- Follow management or emergency instructions

Domestic or Personal Disputes

Employees should notify HR or management if a personal situation, domestic dispute, restraining order, threat, or outside conflict may affect workplace safety, jobsite safety, coworkers, customers, or Company property.

The Company will handle this information as privately as practical and may take appropriate steps to protect employees and the workplace.



Reporting Responsibilities

Employees must immediately report workplace violence, threats, intimidation, weapons concerns, or unsafe behavior to HR, a supervisor, or management.

Reports should be made as soon as possible, even if the employee is unsure whether the conduct violates this policy.

Employees should report:

- threats made by employees, customers, vendors, subcontractors, or others
- violent or aggressive behavior
- weapons concerns
- physical confrontations
- unsafe customer or jobsite situations
- property damage caused by anger or intimidation
- any behavior that causes concern for workplace safety

Emergency Situations

If there is an immediate threat to safety, employees should call **911** or seek emergency assistance right away.

After emergency needs are addressed, employees should notify HR, their supervisor, or management as soon as possible.

Investigation

The Company will review reports of violence, threats, weapons concerns, or unsafe conduct as promptly as possible.

Employees are expected to cooperate honestly and fully in any investigation.

The Company may take immediate action when necessary to protect safety, including removing an employee from the workplace, contacting law enforcement, suspending work, changing job assignments, or taking other appropriate steps.

No Retaliation

The Company prohibits retaliation against any employee who makes a good-faith report of violence, threats, weapons concerns, unsafe conduct, or workplace safety concerns.

Employees who believe they have experienced retaliation should report it to HR or management immediately.



Corrective Action

Violation of this policy may result in corrective action, up to and including termination of employment.

Depending on the situation, the Company may also contact law enforcement or take other action necessary to protect employees, customers, the public, or Company property.

Examples of violations include:

- Fighting
- Threatening another person
- Intimidating or aggressive behavior
- Bringing or displaying a prohibited weapon
- Damaging property in anger
- Refusing to leave a jobsite or workplace when directed
- Retaliating against someone who reported a concern
- Failing to report serious safety concerns

Questions

Questions about workplace violence, threats, weapons, reporting concerns, or jobsite safety should be directed to HR, a supervisor, or management.

