

## *Workplace Violence Policy*

RCM is concerned about the increased violence in society, which has filtered into many workplaces throughout the United States, and has taken steps to prevent incidents of violence from occurring. It is the policy of RCM to expressly prohibit any acts or threats of violence by any RCM employee against any other employee in or about RCM's facilities or elsewhere at any time. RCM will also not condone any acts or threats of violence against RCM's employees, customers, or visitors on RCM's premises at any time or while they are engaged in business with or on behalf of RCM, on or off RCM's premises. Furthermore, employees, former employees, customers, and visitors are prohibited from bringing firearms or other weapons to RCM or client locations. This applies to all individuals regardless of whether or not he or she has a permit to carry a weapon.

Any employee who displays a tendency to engage in violent, abusive or threatening behavior that RCM, in its sole discretion, deems offensive or inappropriate will be encouraged to seek outside assistance for counseling or other appropriate treatment. Such employees will also be subject to disciplinary action, up to and including immediate discharge.