

UPRR HR Policy Manual

Violence and Abusive Behavior in the Workplace

Revised 11/11/2003

Policy

Union Pacific is committed to maintaining a safe work environment free of all forms of violence, including verbal and physical threats. The Company has a zero tolerance policy with respect to all forms of violence in the workplace. It is our firm belief that a safe and secure work environment free from violence is fundamental to all employees, customers, contractors, vendors guests or members of the public.

Guidelines

Prohibited Behavior

The Company will not tolerate or condone any form of threats or violence committed by or against U.P. employees, contractors, customers/clients, vendors, suppliers or visitors on U.P. premises or through Union Pacific communications equipment, nor will Union Pacific tolerate or condone any forms or threats of violence by U.P. employees while engaged in business on behalf of Union Pacific.

For examples of behaviors deemed as prohibited conduct, please see Attachment A.

Weapons

Union Pacific employees and all others on Company property or involved in Company business off the premises are prohibited from possessing or hiding weapons on their person and their vehicle while on Union Pacific property. This prohibition applies even if the individual is licensed to carry a concealed handgun under a state law. Only UPRR Police and on-duty law enforcement officers acting in an official capacity are authorized to possess weapons on company property.

For the purposes of this policy, a "weapon" shall mean any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury.

Reporting Violations

Under this policy, any person who believes that he or she is being subjected to any form of threat or violence, or is aware of such prohibited conduct directed toward another person, has a responsibility to report the matter immediately. Employees **MUST** come forward as soon as possible when violations occur or there is a need for further information or assistance. Any alleged policy violations will be investigated, maintaining confidentiality to the fullest extent consistent with a thorough investigation.

- Anyone who has experienced, witnessed, or has knowledge of any prohibited conduct must report the incident as soon as possible to the Response Management Communication Center (RMCC) at 888-877-7267 (888-UPRR-COP) and a management supervisor. If an emergency situation exists, contact a local law enforcement agency immediately, and then, when time and

circumstances permit, report the incident to the Response Management Communication Center (RMCC) at 888-877-7267.

- Employees should report situations that have the potential for workplace violence to the Risk Management Communication Center at 888-877-7267.

Violations of Policy

Violations of this policy will be grounds for 1) an individual's immediate removal from Company property, 2) disciplinary action up to and including termination of employment with the Company, and/or 3) possible civil or criminal prosecution. Immediately following notice to the Company that a violation of this policy has occurred, an investigation will be initiated and such action taken as the Company deems appropriate in its sole discretion.

Additional Information:

- Contact the Response Management Communication Center (RMCC) at 888-877-7267.
- Training
- To obtain copies of the training module (PINS Code SFW2), please call 8-271-5963.
- For information on how to complete the training via an interactive web-based product, please call 8-271-5963.
- For examples of behaviors deemed as prohibited conduct, see Attachment A.

Violence and Abusive Behavior in the Workplace - Attachment A

Prohibited Conduct

Union Pacific will not tolerate or condone any forms of threats or violence committed by or against U.P. employees, contractors, customers/clients, vendors, suppliers, or visitors on U.P. premises or through Union Pacific communications equipment, nor will Union Pacific tolerate or condone any forms of threats or violence by U.P. employees while engaged in business on behalf of Union Pacific.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person
- Possession of a weapon while on Company property or while on Union Pacific business
- Fighting, hitting, biting, kicking, pushing, or shoving another person
- Threatening, intimidating, bullying, or abusing another person
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person
- Intentionally damaging Company property or property of another employee on workplace premises
- Committing acts motivated by, or related to, domestic violence on Union Pacific premises
- Bothering someone by following or with an excessive number of unwelcome visits, calls, pages, faxes, emails, letters, or gifts

- Lewd behavior or obscene phone calls, pages, faxes, emails, letters, gifts, or graffiti

Anyone who has experienced, witnessed or has knowledge of any prohibited conduct must report the incident at once to the Response Management Communication Center (RMCC) at 888-877-7267.

If you would like to print a hard copy of the Workplace Violence Flyer, double click the icon below.



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