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Field Employee Workplace Violence Prevention Program

Program Productions, LLC (“Program Productions”) the nation’s leading technology-enabled human capital company, has developed this Workplace Violence Prevention Plan (“WVPP or “Plan”) pursuant to the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#). Program Productions is committed to promoting a culture of safety and violence prevention in the workplace.

DEFINITIONS

Crewing Manager – Is a Program Productions supervisory employee and the field employee’s primary contact. The Crewing Manager may work from a local office or at the company’s headquarters in Illinois. The Crewing Manager has primary responsibility for an assigned geographic area.

Customers, Clients, and Venue Security – Have the right to establish rules and regulations regarding what activities and behaviors are allowed inside their facility, venue, stadium, or arena, and Program Productions employees are responsible for reviewing and following specific venue procedures.

Emergency – Unanticipated circumstances that can be life-threatening or pose a risk of significant injury to employees or other persons.

Non-Emergency – These are circumstances that do not require immediate law enforcement or medical response.

Violent Incident Log – The violent incident log is maintained by Program Productions Human Resources (HR) and was developed pursuant to LC section 6401.9.

Point of Contact (“POC”) – Is a crew member who handles certain recording and administrative tasks for Program Productions and reports to the Crewing Manager.

Plan – The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness – Any injury or illness occurring in a place of employment, or in connection with employment, that requires inpatient hospitalization (other than medical observation or diagnostic testing), or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement.

Threat of Violence – 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. Any verbal or written statement, including, but not limited to, text messages, 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.

Workplace Violence – 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 four workplace violence types:

Type 1 - 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 employees with the intent to commit a crime.

Type 2 - Workplace violence directed at employees by customers, clients or visitors.

Type 3 - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 - 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.

Violence incidents may also include, but are not limited to 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.

Possession of fireworks, a firearm or other weapon of any kind is strictly prohibited anywhere in the workplace, including client facilities or venues.

EMERGENCY ACTION PLAN

- In an emergency or when in doubt **call 911**.
- Follow emergency procedures specific to your location and respect the local venue authority.
- Remain aware and alert to your surroundings. If you see something, say something to the appropriate law enforcement or the venue security immediately.

IN THE EVENT OF ANY SERIOUS INJURY INCLUDING, BUT NOT LIMITED TO: DEATH, DISMEMBERMENT, LOSS OF AN EYE, LOSS OF CONSCIOUSNESS, OR IF YOU BELIEVE YOUR, OR ANOTHER EMPLOYEE'S, HEALTH AND WELL-BEING ARE IN DANGER, **CALL 911**.

Next, contact venue security and follow their guidance, and any venue/stadium announcements or procedures.

EVACUATION MEETING AREAS. If meeting areas are not safe or accessible, find a place out of harm's way and contact the POC and Crewing Manager to report your location and status.

- Location 1: Mobile Unit
- Location 2: Crew Parking

NON-EMERGENCY ACTION PLAN

In the event of an active or potentially non-life-threatening incident, or threat of violence, contact venue security immediately. If you or someone around you is in danger, or if you know of the presence of a weapon, call security immediately. Non-emergency incidents may also include 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.

- Employees who believe they have been subjected to workplace violence, or who have observed any such behavior, are required to report the incident to the Crewing Manager as soon as possible.
- **Employees who have suffered violence or a credible threat of violence from any individual should seek a protective order or other appropriate law enforcement intervention.**

ACTION GUIDELINE SUMMARY

- When in doubt, **call 911**.
- Remain aware and alert to your surroundings. If you see something, say something.

- Follow emergency procedures specific to your location and respect the local stadium/arena authority.
- Upon arrival, familiarize yourself with the location of key safety items such as: AED, First Aid Kit, Fire Extinguisher, Emergency Exits, and add the venue's security phone number to your mobile device.
- In the event of an evacuation of the work area, immediately report to the designated evacuation meeting areas. If the designated area is not accessible, proceed to a safe location and contact the POC or Crewing Manager.
 - It is important to report your status and location ASAP.
- If you are injured and able, contact the appropriate supervisor on site for assistance.
- If the injury is to someone else, call or send someone for help. Stay with the injured person until medical help arrives.
- In the case of an incident that creates a hazardous environment, be observant of the area and ensure that you remain in a safe space. Call venue security and then your POC to report the incident.
- Any injury or incident will be investigated, and appropriate follow-up will be handled by Program Productions HR.

RESPONSIBILITY

The WVPP administrator, Kelly Hammonds, Director of People Operations, has the authority and responsibility for implementing the provisions of the WVPP for Program Productions.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone	Email
Jessica Kowatch	EVP Operations & COO	Responsible for emergency response, hazard identification, and coordination with Customers; Jessica directs safety inspections or investigations, and emergency response procedures.	(412) 849-1418	jkowatch@programproductions.com
Kelly Hammonds	Director Of People Operations	Overall responsibility for the WVPP; Kelly approves the final Plan and any major changes.	(610) 608-0190	khammonds@programproductions.com
Allison Leeds	HR Manager	Responsible for employee involvement and training; Allison organizes safety meetings, updates training materials, and any reports of workplace violence.	(602) 363-0650	aleeds@programproductions.com

The Director of People Operations will answer questions regarding the interpretation of the WVPP.

Employees are encouraged to participate in the WVPP. For example, an employee might suggest a new training scenario based on a recent incident. Please contact HR@programproductions.com for opportunities to participate.

Program Productions will distribute the WVPP to employees and notify them when the Plan is updated. Employees will assist in maintaining a safe work environment by participating in workplace violence prevention training upon hire and repeated annually.

REPORTING AND INVESTIGATING WORKPLACE VIOLENCE INCIDENTS

Reported workplace violence hazards will be investigated promptly and appropriately. Investigations shall be conducted after each workplace violence incident and when Program Productions is made aware of a new or previously unrecognized hazard.

As also stated in the Program Productions Field Employee Handbook, any violation, including the investigation of workplace violence or failure to report, may result in disciplinary action, up to and including termination. In addition, if the POC or Crewing Manager has a reasonable belief that an employee may be a danger to himself or herself, or others, the POC or Crewing Manager has the right to immediately remove the employee from the workplace.

Employees will not be prevented from accessing their mobile phones or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated promptly, and they will be informed of the results of the investigation and any corrective actions to be taken.

Employees may report a violent incident, threat, or other workplace violence concern to the local law enforcement or Program Productions without fear of reprisal or adverse action.

Employees who believe they are the target of, or subjected, to violent behavior or who have observed any such behavior, are required to report the incident to the Crewing Manager as soon as possible.

- Incidents may also be reported to HR by calling (630) 792-9700 or emailing HR@programproductions.com a Complaint Form located on the company website in the Program Productions Field Employee Handbook Appendix A.

Updates on the status of investigations and corrective actions are provided to employees through email, video meetings, or phone conversations. These updates may include information about the progress or results of investigations, and any corrective actions taken.

Investigations to identify and evaluate workplace violence and potential hazards may be performed by an employee or vendor designated by the EVP Operations or Director of People Operations.

Program Productions may provide post-event trauma counseling for employees desiring such assistance. Other post-incident procedures may include resources or referrals to counseling services, information about employee assistance programs, and time off work if necessary.

Program Productions will work closely with local law enforcement, customers and venues to help disclose investigation results, and assist to identify or evaluate workplace violence hazards.

Workplace Violence Prevention in General Industry (Non-Health Care Settings) - Information for Employees

According to the Occupational Safety and Health Administration (OSHA), workplace violence is the second leading cause of fatal workplace injuries in the United States, affecting almost 2 million American workers every year.

Your employer is required to establish, implement, and maintain an effective written Injury and Illness Prevention Program (IIPP), as well as other safety & health programs to reduce your risk of exposure to hazards and prevent injuries and illnesses in the workplace. As of July 1, 2024, your employer will also be responsible for establishing, implementing, and maintaining an effective written Workplace Violence Prevention Plan (WVPP).

This employee fact sheet will define workplace violence, explain the four types of workplace violence, identify required WVPP training, recommend how to prevent workplace violence, and list your rights under requirements of the WVPP.

What is workplace violence?

“Workplace violence” means any act of violence or threat of violence that occurs in a place of employment.

What are the four types of workplace violence?

“Type 1 violence”: 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”: Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

“Type 3 violence”: Workplace violence against an employee by a present or former employee, supervisor, or manager.



“Type 4 violence”: 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.

Preventing workplace violence

Employers are required to provide training to employees on its WVPP when it is first established, during initial training, and every year after that. Additionally, training is required when a new or previously unrecognized workplace violence hazard is identified or there are changes made to an employer’s WVPP.

Workplace violence prevention training should include the following:

- How to involve employees and their representatives in developing and carrying out the WVPP.
- How to get a free copy of the written WVPP.
- How to report workplace violence incidents or concerns to your employer or law enforcement without fear of retaliation.
- What the workplace violence hazards are for the employees’ job.
 - How the employer will correct those hazards.
 - How the employee can get help to avoid or respond to violence.

(continued on next page)

- Suggestions on how to avoid physical harm.

How can employees help prevent workplace violence?

Inform your supervisor if you know of any incidents of workplace violence and/or if you suspect any incidents, which may include:

- Physical or verbal threats against an employee.
- Non-employees or strangers in the workplace who seem like they want to cause harm.
- Rumors of possible workplace violence.
- Arguments or physical fights between coworkers, clients and/or non-employees.

Become familiar with the procedures your employer has written on how to:

- Respond and report actual or potential workplace violence to your employer or law enforcement.
- Request a copy of the WVPP.
- Evacuate or take shelter in case of workplace violence emergencies.
- Avoid physical harm and workplace violence.
- Who to contact for questions and answers about the WVPP.

How does workplace violence prevention affect dual-employers and temporary (staffing) agencies?

If you are a temporary worker, both your staffing agency and the host employer whose workplace you work at are responsible for your safety and

health and must protect you against hazards in the workplace. Staffing agencies and the host employer must provide you with workplace protections as required by Cal/OSHA, such as appropriate training and personal protective equipment.

What rights do employees have under the workplace violence prevention plan?

Every employee has the right to:

- Be provided with training that they understand, in the language they understand.
- Obtain a free copy of the WVPP.
- Receive the following types of records related to workplace violence for copying and examination within 15 calendar days of the request:
 - Workplace violence hazard identification and evaluation
 - Training
 - Violent incident logs
- Report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of retaliation.

All workers have a right to a safe and healthful workplace, regardless of immigration status, and may file confidential complaints about workplace safety and health hazards with Cal/OSHA.

For work-related questions or complaints, contact the Cal/OSHA Call Center at 833-579-0927. Bilingual representatives are available to answer your questions.

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