



STAFFING NETWORK^{LLC}
QUALITY PLACEMENT AUTHORITY

STAFFING NETWORK HOLDINGS, LLC.
Workplace Violence Prevention Plan (CA)

Effective Date: July 1, 2024

Policy

Staffing Network Holdings, LLC (the “Company”) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective plan that addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9. The regulation requires us to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

Our WVPP is available upon request for examination and copying to our employees, our clients, and our business partners.

Date of Last Review: July 1, 2024

Date of Last Revision(s): July 1, 2024

Definitions

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

Log - The violent incident log required by LC section 6401.9.

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 any employment that requires inpatient hospitalization for 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, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, 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, and that serves no legitimate purpose.

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:

- 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.
- 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.

- The following four workplace violence types:

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 employees 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.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazard

Responsibility and Authority

Workplace Violence Prevention Plan Committee (Committee)

Workplace Violence Prevention Plan Administrator

Sakina Raza, Director, Human Resources, or an assigned designee, is the designated WVPP Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The Administrator will also be able to answer employee questions concerning this plan.

Email: HR@staffingnetwork.com

Phone Number: (847) 250-4944

Workplace Violence Prevention Plan Manager

Jamee Morris, Workers Comp Claims Manager, or an assigned designee, is the designated WVPP Manager (Manager) and shall solicit feedback and input from employees in developing and implementing the WVPP. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents. In addition, the Manager has the authority and responsibility to organize safety meetings as deemed necessary, update training materials as needed, and to coordinate and assist the WVPP Administrator in handling any reports of workplace violence and in conducting any investigations into reported workplace violence incidents.

Jamee Morris

Email: jamee.morris@staffingnetwork.com

Phone Number: (847) 651-7984

Workplace Violence Prevention Plan Supervisors

Aaron Coronel, Safety/Compliance Coordinator

Oscar Morones, Assistant Branch Manager

or their assigned designee(s), are the designated WVPP Supervisors (Supervisors) and shall conduct safety inspections, coordinate emergency response procedures, and communicate with and coordinate implementation of the workplace violence prevention plan with other employers (ex. contracted security staff and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on Staffing Network's WVPP. In addition, the Supervisors have the authority and responsibility to organize safety meetings as deemed necessary, update training materials as needed, and to coordinate and assist the WVPP Administrator and WVPP Manager in handling any reports of workplace violence and in conducting any investigations into reported workplace violence incidents.

Aaron Coronel

Email: acoronel@staffingnetwork.com

Phone Number: (951)386-9688

Oscar Morones

Email: omorones@staffingnetwork.com

Phone Number: (209) 775-8338

All Staffing Network Managers and Supervisors

Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the WVPP Committee regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

All Staffing Network Employees

Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Employee Active Involvement

Staffing Network ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. The WVPP Committee, or any of the individual members thereof, have quarterly safety meetings with branch managers and other employees, as needed, to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct

them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.

- Designing and implementing training. Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.
 - Reporting and investigating workplace violence incidents. Any Staffing Network can report any violence incident that occurs on the Company's premises directly to their supervisor or branch manager. If the immediate supervisor or branch manager is not available, the report shall be made to the next level of management or to the WVPP Administrator, Manager, or Supervisors. These incidents will be investigated and law enforcement will be contacted, if needed.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
 - All employees will follow all WVPP directives, policies, and procedures, and assist in maintaining a safe work environment. If an employee sees a hazed or unsafe workplace, they can contact their supervisor, branch manager, or any member of the WVPP Committee.
 - The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

Employee Compliance

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of Staffing Network's WVPP.
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. All employees will review online safety videos annually when the Company designates or when they are first employed. Every Staffing Network branch office will also receive a copy of the WVPP to review annually when the Company designates that such shall occur. Any employee that has questions on the policy can see their supervisor, the branch manager, or any member of the WVPP Committee for more information.
- Provide retraining to employees whose safety performance is deficient with the WVPP. The effected employee will need to read the WVPP and review the online training videos to re-enforce the policy, if needed.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by recognizing them at their assigned staff meeting.
- Discipline employees for failure to comply with the WVPP. Failure to comply with the WVPP may result in discipline and the Company will follow the existing discipline process outlined in the employee handbook.

Communication With Employees

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation, in person or videos to include workplace violence prevention policies and procedures.
- Workplace violence prevention training programs held annually.
- Quarterly scheduled safety meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. Safety updates will be given in professional development meetings, training, and staff meetings. Information will also be emailed out to staff, if needed. Managers and Supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.
- Posted or distributed workplace violence prevention information.
- Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the **Violent Incident Log (attached)** to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.
- After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the Company's responsibility in complying with hazard correction measures outlined in the WVP plan.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
 - Employees can anonymously report a violent incident, threat, or other violence concerns by dropping a written document in the inbox of any member of the WVPP Committee.
 - Sending an email to any member of the WVPP Committee.
 - In an Emergency situation, employees can **call 9-1-1**.
- Employees will not be prevented from accessing their mobile 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 in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.
- Updates on the status of investigations and corrective actions are provided to employees through email and at safety training. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.
- Updates with employers in the building (at or near and around the same worksite) to discuss pending corrective actions and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.
- Staff will be provided with shared training materials and incident reports to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to other employers.

Coordination With Other Employers

Staffing Network will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a Company client worksite, Staffing Network will ensure that if its employees experience workplace violence incident that a Staffing Network employee will record the information in a violent incident log and shall also provide a copy of that log to the worksite employer.

Workplace Violence Incident Reporting Procedure

Staffing Network will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee’s supervisor or manager, who will inform the WVPP Committee. This will be accomplished by emailing or calling the WVPP Supervisor or WVPP Manager. If that is not possible, employees will report incidents directly to the WVPP Administrator, Director of Human Resources, Sakina Raza.
 - Employees can report incidents to their supervisor or manager by telephone or email.
 - Employees can report incidents to any member of the WVPP Committee by telephone or email.
 - Employees may report a violent incident, threat, or other violence concerns by dropping a written document in the inbox of any supervisor, manager, or member of the WVPP Committee. This can be anonymous if the employee chooses to withhold their name.
 - Workplace Violence Reporting Form: Form can be found on the Staffing Network website under Contact Us.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined after a full investigation by the appropriate Company personnel and administration. This will be in accordance with the employee handbook.

Emergency Response Procedures

Staffing Network has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following: Alarm systems and/or location-specific verbal announcements will be used to alert employees of emergencies depending on the situation.
- Staffing Network will have evacuation or sheltering plans. Employees will be told to “Lock Down” or “Evacuate” to the primary location or secondary locations depending on the information and directives of the local police/law enforcement. Company premises procedures and plans include maps of evacuation routes, locations of emergency exit(s), and instructions for sheltering in place and/or locking down. Evacuation maps are also located in specific areas and/or displayed on walls at the premises.
- How to obtain help from staff, security personnel, or law enforcement. Emergency information will be posted in common areas located on Company premises. If there is immediate danger, call for emergency assistance by dialing 9-1-1, (dial outside access number first if applicable) and then notify any supervisor, manager, or member of the WVPP Committee.

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Workplace Violence Emergency – Report To			
Responsible Persons	Job Title	Phone #	Email
Sakina Raza, WVPP Administrator	Director, Human Resources	(847) 250-4944	HR@staffingnetwork.com
Jamee Morris, WVPP Manager	Workers Comp. Claims Manager	(847) 651-7984	jamee.morris@staffingnetwork.com

Aaron Coronel, WVPP Supervisor	Safety/Compliance Coordinator	(951) 386-9688	acoronel@staffingnetwork.com
Oscar Morones, WVPP Supervisor	Assistant Branch Manager	(209) 775-8338	omorones@staffingnetwork.com
Workplace Hazards – Report To			
Aaron Coronel, WVPP Supervisor	Safety/Compliance Coordinator	(951) 386-9688	acoronel@staffingnetwork.com
Oscar Morones, WVPP Supervisor	Assistant Branch Manager	(209) 775-8338	omorones@staffingnetwork.com

Workplace Violence Hazard Identification and Evaluation

The following policies and procedures are established and required to be conducted by Staffing Network to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted:
 - When the plan is first established
 - After each workplace violence incident
 - Whenever the employer is made aware of a new or previously unrecognized hazard.
- Review all submitted/reported concerns of potential hazards:
 - Daily or weekly review of all submitted and reported concerns including anonymous reports from employees informing management about workplace violence hazards or threats of violence
 - Voicemail/email/text messages
 - Online form for reporting workplace violence hazards

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted quarterly.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Name of Employee	Job Title	Areas / Locations Observed
Aaron Coronel, WVPP Supervisor	Safety/Compliance Coordinator	Southern California Locations
Oscar Morones, WVPP Supervisor	Assistant Branch Manager	Northern California locations

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients and/or the need for security guards
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner. Staffing Network will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition.
- Employees necessary to correct the hazardous condition will be provided with the necessary protection and training. Branch managers may have training so they can make corrective actions to assist in any workplace violence hazards.
- All corrective actions taken will be documented and dated on the appropriate forms. Documentation will be kept by Human Resources and the Safety/Compliance Coordinator.
- Corrective measures for workplace violence hazards will be specific to a given work area.

Here are some examples of prevention, however, this is not an exhaustive list:

- Make the workplace unattractive to robbers by:
 - Improve lighting around and at the workplace.
 - Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.

- Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
 - Hire security guards if deemed necessary and have them patrol the workplace interior and perimeter.
 - Install security surveillance cameras in and around the workplace.
- Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems.
 - Ensure the adequacy of workplace violence systems
 - Post emergency telephone numbers for law enforcement, fire, and medical services
 - Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
 - Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.
 - Ensure employees have access to a telephone with an outside line. Provide employee training/re-training (refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - Improve how well our establishment's management and employees communicate with each other.
 - Procedures for reporting suspicious persons, activities, and packages.
 - Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes.
 - Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence by using online and in-person training
 - Ensure that employee disciplinary and discharge procedures address the potential for workplace violence. The WVPP Committee will inform supervisors and branch managers if assistance will be needed depending on the employee disciplinary or discharge matter
 - Establish a policy for prohibited practices that has a no-weapons policy
 - Limit the amount of cash on hand and use time access safes for large bills
 - Provide procedures for a "buddy" system for specified emergency events
 - Consider provision of dedicated safety personnel (i.e. security guards)

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

Procedures For Post Incident Response and Investigation

After a workplace incident, the WVPP Administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.

- Examine the workplace for security risks associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure that corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: **[See attached Violent Incident Log]**
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved 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.
 - Other.
 - Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.
- Support and resources, such as counseling services, are provided to affected employees. They may include referrals to counseling services, information about employee assistance programs, and time off work if necessary

Ensure that no personal identifying information is recorded or documented in the violent incident log. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

Training and Instruction

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Staffing Network will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures the Company has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities Staffing Network has for interactive questions and answers with a person knowledgeable about the Company's plan.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence
 - Ways to defuse hostile or threatening situations
 - How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering

Note: *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

Employee Access To The Written WVPP

Staffing Network ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP.

Recordkeeping

Staffing Network will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

Employee Access To Records

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

Review And Revision of The WVPP

The Staffing Network WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of Staffing Network's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).

- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.
 - These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

Employer Reporting Responsibilities

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), Staffing Network will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

I, Sakina Raza, Director, Human Resources of Staffing Network, LLC, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.

Sakina Raza, Director, Human Resources

Sakina Raza

Signature

07/01/2024

Date



Staffing Network, LLC Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence
- Witness statements
- All other investigation findings

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Enter the date the incident occurred:

Enter the time (or approximate time) that the incident occurred:

Location(s) of Incident	Workplace Violence Type Indicate which type(s) (Type 1, 2,3,4) See Definitions on page 1

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. **For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged.** It does not refer to the type of workplace violence.

Examples:

- 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.
- Other.

Explain: Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on a separate sheet of paper if necessary.

Workplace violence committed by:

Note: For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.

Circumstances at the time of the Incident?

Note: What was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.

Where the incident occurred:

Note: Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident

Please include information on what the consequences of the incident were:

Were there any injuries? Yes or No. Please explain and Provide description of the injuries:

Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom. This violent incident log was completed by:

Name of Employee completing this log: _____

Job Title of Employee completing this log: _____

Date this log was completed: _____

Signature: _____ Date: _____



Staffing Network, LLC Workplace Violence Incident Investigation

The WVPP Committee members, or their assigned designee(s), will complete the investigation into the violent incident. Further investigation and resolution of the incident is expected within seven (7) days in addition to submitting a copy of the completed investigation to Human Resources.

Incident Analysis To be completed by WVPP Committee member or their assigned designee(s):

Has this type of incident occurred before at the workplace? Yes No

What were the main factors that contributed to the incident?

What could have prevented or at least minimized the damage caused by this incident?

Post-Incident Response

- Yes No Did the employee(s) require medical attention as a result of the incident?
- Yes No Did the employee(s) miss work as a result of the incident?
- Yes No Did the employee(s) apply for workers' compensation?
- Yes No Was security contacted?
- Yes No Was building facilities contacted?
- Yes No Was immediate counseling provided to affected workers and witnesses?
- Yes No Was critical incident debriefing provided to all affected staff who desired it?
- Yes No Was post-trauma counseling provided to affected staff who desired it?
- Yes No Was all counseling provided by a professional counselor?

Has there been follow-up with the Employee(s)? Yes No

Is this a recurring event? Yes No

Are there modifications to be made to WVPP to reflect updated practices? Yes No

If yes, describe updates to WVPP:

Investigation completed by: _____

Department/Job Title: _____

Date: _____ Phone number: _____

Email: _____

Safety Inspection Record:

DATE	BY	LOCATION (ADDRESS)	NEXT DUE DATE