

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526	Workplace Violence
Original Date of Implementation: October 2013 New Effective Date:	Plan Revision Date: Page 1 of 3
Reviewed By: Jared Monk	Date: 01/10/2022

Section 9.0 WORKPLACE VIOLENCE

A. Purpose

The purpose of this procedure is to provide guidance to **JAGUAR ENERGY SERVICES, LLC** employees on the issue of workplace violence.

1. This procedure establishes guidelines for preventing and responding to disruptive, threatening, and violent behavior.
2. This procedure also establishes expectations for employee behavior, and procedures for reporting and resolving incidents of workplace violence.
3. For the purposes of this procedure, “workplace violence” shall mean any behavior, act or statement that would be interpreted by a reasonable person to be aggressive, intimidating, harassing, or unsafe, and that carries an expressed or implied intent to cause harm to a person or property.

B. Scope

This procedure applies to all **JAGUAR ENERGY SERVICES, LLC** Personnel.

1. Potentially violent situations may arise from contact with co-workers, customer employees or other members of the public.

C. Responsibilities

1. The Safety Coordinator or his/her designee is responsible for investigating all employee concerns regarding incidents of workplace violence on **JAGUAR ENERGY SERVICES, LLC** or customer premises.
 - (a) Additional responsibilities include:
 - (i) The implementation of this Policy.
 - (ii) Training of all employees on this policy and the documentation of this process.

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2. The Supervisor is responsible for the implementation of this procedure.
3. All **JAGUAR ENERGY SERVICES, LLC** Personnel are responsible for taking any threat or violent act seriously, and to report acts of violence or threats of violence to their Supervisor, Safety Coordinator or if necessary, to the appropriate authorities.
 - (a) All employees should also report any behavior they have witnessed that they regard as threatening or violent that might be carried out on **JAGUAR ENERGY SERVICES, LLC** or customer premises.

D. Procedure

1. It is **JAGUAR ENERGY SERVICES, LLC's** goal to provide a safe and secure workplace for all employees.
 - (a) Civility, understanding, and mutual respect toward all coworkers and customer personnel are intrinsic to successful delivery of services and safety in the workplace.
2. **Employee Conduct**
JAGUAR ENERGY SERVICES, LLC shall not ignore, condone, or tolerate disruptive, threatening, or violent behavior by any **JAGUAR ENERGY SERVICES, LLC** Employee while on **JAGUAR ENERGY SERVICES, LLC** or customer property.
 - (a) Employees engaged in such behavior shall be subject to appropriate disciplinary action, up to and including dismissal.
3. **Responding To Threats**
JAGUAR ENERGY SERVICES, LLC shall take all threats of violence seriously.
 - (a) Employees should watch for and inform your Supervisor of the "warning signs".
4. **After an Incident**
 Following an encounter that is judged to be an act or threat of violence, the employee must report the incident to their Supervisor, and if appropriate, to the Safety Coordinator and local authorities.
 - (a) The Supervisor shall report the incident to the Safety Coordinator.

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- (b) The following information should be reported:
 - (i) Identification of all parties involved in the incident, including witnesses.
 - (ii) Date, location and time of the event.
 - (iii) A brief description of what occurred.

E. Training Requirements

- 1. All employees shall be trained on the following topics:
 - (a) Potential for violence in the workplace.
 - (b) Acts that constitute workplace violence.
 - (c) Recognizing potentially violent situations.
 - (d) Reacting in potentially violent situations.
 - (e) Reporting incidents of threats or violence.
 - (f) The contents of this procedure.

F. Training Frequency

- 1. All employees shall be trained according to the following schedule:
 - (a) Initially upon hire.
 - (b) As necessary thereafter.