

VIOLENCE FREE WORKPLACE



DESCRIPTION

Schneider is committed to providing a safe workplace for all associates and for our guests. We do not tolerate any type of workplace violence committed by or against an associate, student, vendor, guest, customer, or visitor. Violent behavior of any kind or threats of violence, either direct or implied, are prohibited by Schneider.

PRINCIPLES

Threat of Violence: A Threat of Violence is defined as the expression of intent to engage in violence or to cause physical injury or harm to a person or property. Threats of violence are inclusive of threatening, intimidating, harassing or abusive communications, including, without limitation, phone calls, emails, text messages, social media posts, etc.

Workplace Violence: Workplace violence is defined as any conduct by present or former associates, supervisors or managers which is sufficiently severe, offensive, or intimidating to cause an associate or visitor to reasonably fear for their personal safety or that of their family, friends, co-workers and/or property.

Violence in the workplace may include, but is not limited to:

- Causing or attempting to cause physical harm; or threatening to cause physical harm including but not limited to of a criminal nature
- Threatening the physical safety of another person
- Intentionally causing physical damage to the workplace or another associate's personal property
- Possession of a weapon while on company property unless entitled to do so under applicable law (for additional information please see the Weapons Free Workplace Policy)
- Stalking
- Violation of a restraining order / order of protection
- Fighting
- Bullying to include physical, verbal, relational, cyber, sexual and prejudicial
- Threats or attempts to commit suicide
- Enlisting, coercing or asking others to do any of the above and/or aiding them
- Domestic partner violence

Nothing in this policy is intended to prevent an associate from engaging in concerted activity protected by law or to interfere with, restrain, or prevent associate communications regarding wages, hours, or other terms and conditions of employment. Associates have the right to engage in or refrain from such activities during non-working time without influence or interference from management.

Any associate who engages in any of the activities listed above or who otherwise exhibits violent behavior may be subject to progressive disciplinary action up to termination and may be subject to referral to law enforcement. Schneider will investigate all reports of violent behavior. Retaliation against a person who has made a good faith complaint regarding workplace violence is strictly prohibited.

All associates will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.

Keeping our workplace free of violence is everyone's responsibility. If an associate has been the victim of violence or has witnessed any such behavior, they are required to report the incident immediately to the appropriate leader,

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HRBP, or Security Services. If the situation is an emergency or an individual is in imminent danger, they shall call 9-1-1 immediately.

For the security of all associates, it is expected that any Schneider associate who has secured a restraining order will disclose this information to their HRBP, leader and to Security Services so that Schneider can take appropriate reasonable measures to ensure the associate's safety and that of their coworkers.

As an effective means to alert associates of the presence, location, and nature of workplace violence emergencies, Schneider provides all associate the opportunity to receive real-time updates on emergency situations from Schneiders mass communication systems.

The Employee Assistance Program (EAP) is available to any associate for discussion and assistance in dealing with potential issues (personal or otherwise), crisis management or counseling. Any associate who has been involved in a violent or potentially violent situation, whether in the workplace or elsewhere is encouraged to contact EAP.

REPORTING

If an associate is the victim of violence, believe they have been threatened with violence, or witness an act or threat of violence towards anyone else, they shall take the following steps:

1. If an emergency exists and the situation is one of immediate danger, associates shall contact the local police officials by dialing 9-1-1 and may take whatever emergency steps are available and appropriate to protect themselves from immediate harm, such as leaving the area (Run), Hide, Fight. As soon as practicable, the associate should also contact Security Services at 920-357-9110.
2. If the situation is not one of immediate danger, associates shall report the incident to their leader and HRBP. The leader and/or HRBP will report as necessary to Security Services and the Legal Department.
3. In addition to the above, associates are always welcome to report incidents to their supervisor, human resource, or through the Company's Ethics Hotline.

INCIDENT INVESTIGATION

Acts of violence or threats of physical violence will be investigated immediately in order to protect associates from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. The associate's HRBP will initiate an investigation into potential violation of work rules/policies. If necessary, the HRBP will engage Security Services to refer the matter to local police for their review of a potential violation of civil and/or criminal law.

Procedures for investigating incidents of workplace violence may include:

- Visiting the scene of an incident as soon as possible.
- Interviewing injured and threatened associates and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the accused perpetrator.
- Determining the cause of the incident.
- Taking mitigating action to prevent the incident from recurring.
- Recording the findings and mitigating actions taken on the Company's incident log.
- Reporting the incident to Security Services and the Legal Department.

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In appropriate circumstances, Schneider will inform the reporting individual of the results of the investigation. To the extent possible, Schneider will maintain the confidentiality of the reporting associate and the investigation but may need to disclose results in appropriate circumstances; for example, in order to protect individual safety.

Failure to cooperate with the investigation of a report or threat of workplace violence may result in disciplinary action, up to and including termination of employment.

MITIGATING MEASURES

Incidents which threaten the security of associates shall be mitigated by leadership as soon as possible following the discovery of such incidents. Mitigating actions will depend on the particular facts and circumstances, but may include:

- Notification of law enforcement authorities when a potential criminal act has occurred.
- Provision of emergency medical care in the event of any violent act upon an associate.
- Post-event trauma counseling for those associates desiring such assistance.
- Requesting a restraining order as appropriate.
- Discussion on providing appropriate security to a threatened associate.
- Removal of the individual making threats from Company property.
- Notification of the worker's company and/or law enforcement if the violent act is committed by a contingent worker or service worker.

SEARCHES AND INSPECTIONS

An investigation into a report of any type of actual or threatened workplace violence may require, with or without notice, an inspection of an associate's work area and/or personal property located in the workplace including, without limitation, a vehicle parked on Company property, unless prohibited by law. As a condition of continued employment, all associates are expected to fully cooperate in any lawful inspection required because of a report or threat of workplace violence.

DOMESTIC PARTNER VIOLENCE

Domestic partner violence may, depending on the circumstances, be considered a form of workplace violence. Associates experiencing domestic partner violence, or who know of co-workers who are experiencing domestic partner violence, are strongly encouraged to report these matters as well, so that the Company can offer assistance, if possible. Any associate who obtains a protective or restraining order (designed to protect the associate by restraining another person) must provide Security Services with a copy of any such temporary or permanent protective or restraining order. Likewise, any associate who becomes subject to a protective or restraining order (issued against the associate) must provide Security Services with a copy of such temporary or permanent order if, and only if, there is any connection to Schneider's work environment. An associate who notifies Security Services of a protective or restraining order has a duty to keep Security Services apprised of any changes to such order.

The Violence Free Workplace, set forth above, is designed to comply with the obligations set forth in 29 USC 654 *Occupational Safety and Health Act Section 5 and applicable state OSHA plan requirements*.

ASSOCIATE GOVERNANCE TOOLS

This policy is bolstered and supported by the following policies that, together with the Violence Free Workplace Policy, set clear expectations for appropriate workplace behavior and facilitate incident management. These policies include:

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Discrimination, Harassment & Retaliation Prevention Policy
Fair and Equitable Key Process
Progressive Discipline Guideline
Weapons Free Workplace Policy
Workplace Visitor Policy

PROACTIVE WORKPLACE VIOLENCE MITIGATING MEASURES

Schneider provides appropriate periodic training to associates on workplace violence prevention and response. In addition, periodic inspections of workplace violence hazards by the Safety and Security Service teams to help identify potentially unsafe conditions and work practices. Schneiders Security Services Team conducts threat assessments for various circumstances. After inspections, incidents or policy changes, Schneider conducts post-incident reviews and provides updated training as appropriate.

FOR MORE INFORMATION

Schneider's Security Services Team has the authority and responsibility for implementing the provisions of this Policy. For more information regarding the Schneider Violence Free Workplace Policy please contact your HRBP or refer to Schneider's Discrimination, Harassment and Retaliation Prevention Policy.

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