



**VIOLENCE IN THE WORKPLACE  
PREVENTION POLICY**

**CORPORATE  
POLICIES  
012**

**1. ZERO TOLERANCE**

ITI HADI INFRA... has a policy of zero tolerance for violence. If you engage in any violence in the workplace, or threaten violence in the workplace, your employment will be terminated immediately for cause. No talk of violence or joking about violence will be tolerated.

“Violence” includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with ITI HADI INFRA..., including employees and customers, never feels threatened by any employee’s actions or conduct.

**NOTE: In case the management has decided to terminate an employee for violation of this policy, all repatriation charges including the air ticket fare will have to be borne by the employee.**

**2. WORKPLACE SECURITY MEASURES**

In an effort to fulfill this commitment to a safe work environment for employees, customers, and visitors, a few simple rules have been created. These are:

- Access to the company’s property is limited to those with a legitimate business interest.
- All employees and employee vehicles entering the property must display company identification.
- All visitors and visitor vehicles must register and display identification while on the property.

**3. ALL WEAPONS BANNED**

ITI HADI INFRA... specifically prohibits the possession of weapons by any employee while on company property. This ban includes keeping or transporting a weapon in a vehicle in a parking area, whether public or private. Employees are also prohibited from carrying a weapon while performing services off the company’s business premises.

Weapons include guns, knives, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

**4. INSPECTIONS**

Desks, telephones, and computers are the property of ITI HADI INFRA.... We reserve the right to enter or inspect your work area including, but not limited to, desks and computer storage disks, with or without notice.

The fax, copier, and mail systems, including email, are intended for business use. Personal business should not be conducted through these systems. Under conditions approved by management, telephone

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|   | <b>CEO</b> | <b>VC</b> |                              |

conversations may be monitored and voice mail messages may be retrieved in the process of monitoring customer service. *(Please refer Office Telecommunicating & IT Policy)*

Any private conversations overheard during such monitoring, or private messages retrieved, that constitute threats against other individuals can and will be used as the basis for termination for cause.

**5. REPORTING VIOLENCE**

It is everyone's business to prevent violence in the workplace. You can help by reporting what you see in the workplace that could indicate that a co-worker is in trouble. You are in a better position than management to know what is happening with those you work with.

You are encouraged to report any incident that may involve a violation of any of the company's policies that are designed to provide a comfortable workplace environment. Concerns may be presented to your supervisor or the Admin Department.

All reports will be investigated and information will be kept confidential.

*[The following additional provisions deal with programs that, in general, are limited to larger businesses with a substantial workforce. They may be included, as applicable.]*

**6. TRAINING PROGRAMS**

As part of its commitment to preventing workplace violence, the company has established training programs for all employees. Training will be included as part of your orientation.

**7. EDUCATION OFFERINGS**

In order to promote a peaceful working environment, we encourage supervisors and employees to enroll in courses to learn more about working with each other. Courses covering communication, problem solving, building effective working relationships, stress management, and related or similar course topics are supported by tuition reimbursement, offered by our training department and, where appropriate, supported for attendance at outside seminars.

**8. EMPLOYEE ASSISTANCE PROGRAM**

The company provides an employee assistance program (EAP) for all full-time and part-time employees. This EAP offers services to these employees and their eligible dependents. While we receive periodic reports on the number and types of visits or calls made to the EAP, we do not receive information about individual contacts with the EAP.

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