

**AMERICAN ARABIC BENEVOLENT ASSOCIATION
PO BOX 320037
WEST ROXBURY, MA 02132**

WORKPLACE SECURITY POLICY

The following policy is hereby adopted this _____ day of _____ 2006, which addresses the commitment the American Arabic Benevolent Association, Inc. has in maintaining a workplace that is reasonably safe and secure.

The American Arabic Benevolent Association and any AABA affiliated or controlled companies (hereinafter referred to as "AABA") are subject to this approved Workplace Violence Policy.

The AABA is committed to maintaining a workplace that is reasonably safe and secure. We conduct our business in a manner designed to protect the safety and health of our employees.

1. Purpose and Scope

The purpose of this Workplace Security Policy is to outline acceptable and unacceptable behavior designed to protect the safety and health of our employees or those acting on our behalf while conducting business on AABA owned or controlled property.

2. Applicability

This policy applies to all employees of the AABA and any & all employees of an AABA affiliated and/or AABA controlled company.

3. Policy

3.1 We must not engage in any assaults, hostile physical contact or intimidation, fighting, verbal threats of physical harm or violence, or any other actions that are threatening, hostile or abusive in nature while on company property or on company business. We must also not damage, destroy or otherwise harm the property of the AABA, its employees, or others.

3.2 Employees must refer incidents of this nature immediately to their Supervisor or other individuals in an acting management position on behalf of the AABA. Failure to report incidents of this nature may be regarded as a breach of employee responsibility.

3.3 Individuals should document events as they occur. Management may take immediate corrective action to lessen the immediate or potential future confrontation.

3.4 Employees must cooperate fully in any investigation of workplace violence. Withholding relevant or material information during the investigation process is a violation of the Code of Business Conduct Policy.

4. Definitions and Examples

4.1 Threats or acts of violence include conduct against any person(s) or property that is sufficiently severe, offensive, intimidating and/or otherwise inappropriate, so as to create a hostile, abusive, intimidating work environment.

4.2 General examples of prohibited workplace violence include, but are not limited to, the following:

- a.** All threats or acts of violence occurring on AABA property, regardless of the relationship between the AABA and the parties involved in the incident.
- b.** All threats or acts of violence not occurring on AABA property, but involving someone who is acting in the capacity of a representative of the AABA.
- c.** All threats or acts of violence not occurring on AABA property involving an employee of the AABA if the threats or acts of violence affect the legitimate interests of the AABA.
- d.** Any threats or acts resulting in the criminal arrest of an employee or agent of the AABA, or of an individual performing services on the AABA's behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the AABA.
- e.** Violent incidents in the workplace that are caused by visitors in the workplace, for example a Domestic Violence incident that spills into the workplace or retaliation from an employee who has been suspended or dismissed from the AABA.

4.3 Specific examples of conduct that may be considered threats or acts of violence, which are prohibited under this policy may be physical and/or verbal and include, but are not limited to, the following while on AABA owned or controlled property or while conducting business for the AABA:

- a.** Hitting or shoving any individual.
- b.** Threatening to harm an individual or his/her family, friends, associates, or their property.
- c.** The intentional damage or destruction or threat of it to property owned, operated, or controlled by the AABA or any other individual.
- d.** Making harassing or threatening telephone calls, letters, or other forms of written or electronic communication.
- e.** Intimidating or attempting to coerce an employee or any other individual to commit any wrongful acts that would affect the business interests of the AABA.

f. Harassment and/or stalking, including willful, malicious and repeated following of another person and/or making a credible threat with intent to place the other person in reasonable fear of his or her safety.

g. Possession, display, or any use of firearms, weapons, or other dangerous devices (as defined in the applicable Massachusetts statute) on AABA owned or controlled property or while working for the AABA is prohibited even if the employee is authorized by law to possess, own, or carry such instruments.

5. Employee Obligations

The basis for prevention lies in each employee's behavior. Employees are expected to set an example of good workplace behavior for others to see, and to treat others with respect. Employees are expected to use non-violent responses and practice conflict resolution to reduce the risk that situations will escalate to violence.

5.1 Every person who is on AABA owned or controlled property is encouraged to report incidents of threats or acts of physical violence.

5.2 In all cases where there is a threat of immediate harm, the report should first be made to the local law enforcement agency by dialing the local police emergency telephone number or 911.

5.3 In cases where there is not a threat of immediate harm, or after a report has been made to the local law enforcement agency, the report should be made to your Supervisor or the HR Chairperson.

5.4 All incidents should be documented as they occur. It should document the names of witnesses, and all remarks and statements obtained from witnesses immediately following the incident, as the information may be needed at a later time.

5.5 The AABA is committed to assuring that there will be no reprisals against employees who truthfully report violence or threatening behavior.

6. Verification and Assessment

6.1 When a Supervisor or the HR Chairperson becomes aware of a workplace violence incident, he/she must immediately document the event. It must be remembered that this is a time sensitive situation and both speed and accuracy are essential. Facts should be separated from emotions. If an employee is suspected of making the threat, the Supervisor or HR Chairperson should determine:

a. Who was threatened and who made the threat? Have there been any prior incidents of a similar nature involving the victim and/or threat maker? If so, obtain documentation or evidence of prior incidents, if possible.

- b.** What was the act/threat, what precipitated the act/threat; under what circumstances was the threat made or act carried out? What was the actual intent of the employee making the threat and what was the environment in which the threat was made?
- c.** When was the threat made and/or when was the threat to be carried out?
- d.** Where was the threat made and/or where was the threat to be carried out?
- e.** How was the threat made and/or how was the threat to be carried out?
- f.** Why did the employee making the threat select the particular victim(s)? Are they related or otherwise known to each other?
- g.** Were there any witnesses to the act/threat or other evidence to support either side of the story?

6.2 Any report of threats or violence will be evaluated confidentially and as quickly as practical. Appropriate action will be taken, where possible, to protect the employee from further violent or threatening acts.

6.3 All information gathered will be turned over to the appropriate authorities having jurisdiction.

6.4 All threats must be considered serious until proven otherwise and appropriate action must be taken to protect AABA personnel and property. Particular attention must be given to those individuals who are directly threatened.

7. Consequences

- a.** AABA will not tolerate any threatening or hostile behavior and will take immediate and appropriate action against offenders, up to and including termination and criminal prosecution.
- b.** Any person who threatens or engages in a violent act on AABA owned or controlled property shall be removed from the premises as soon as safety allows.
- c.** A decision to deal administratively with the employee for less than dismissal should be made as promptly as possible and documented with appropriate information in the employee's personnel file.

8. Dissemination of Policy

All employees will be given a copy of this policy statement by their Supervisor or the HR Chairperson. Employees can also find this policy on the AABA website: aabausa.org/library Select Workplace Security Policy under the Policies and Procedures section.

Policy Adopted by the American Arabic Benevolent Association, Inc. Board of Directors:

SIGNED:

Kenneth J. Raffol – President

/ /
DATE

Camille Sarrouf, Sr., Esq - Clerk

/ /
DATE

Rosanne Solomon – Recording Secretary

/ /
DATE