

WORLDWIDE FLIGHT SERVICES WORKPLACE VIOLENCE PREVENTION AND INTERVENTION POLICY

PURPOSE

Worldwide Flight Services (“Company” or “WFS”) is strongly committed to creating and maintaining a safe, respectful, and productive working environment. Workplace violence will not be tolerated. Therefore, the Company adopts this "No Threats, No Violence" Workplace Violence Prevention and Intervention (WVPI) Policy. This policy defines workplace violence for the Company, outlines behavioral expectations and reporting requirements, and defines how reports will be managed.

SCOPE

This policy applies to all employees, temporary workers, customers, contractors, consultants, vendors, and visitors while on Company premises or at an offsite event on behalf of the Company and/or sponsored by the Company.

DEFINITION OF WORKPLACE VIOLENCE

Any act of violence or threat of violence that occurs in a place of employment or work environment. A threat of violence is 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.

UNACCEPTABLE BEHAVIOR

Consistent with the definition of workplace violence, the Company defines the following as unacceptable behavior, prohibited under this policy, and includes in-person or virtual environments:

- Intimidation
- Coercion
- Acts or threats of violence to people or to their property
- Stalking
- Verbal abuse
- Harassment of any form
- Physical aggression, and
- Any other conduct that generates reasonable concern for an individual’s safety.

WEAPONS

Weapons are prohibited on Company property, in Company vehicles, and any location where work-related activities are being performed, to the extent permitted by applicable laws. Also, it is prohibited to use any object as a weapon against any person or property at any time.

Weapons include, but are not limited to, handguns, rifles, automatic weapons, knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages or cut string and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas.

REPORTING

Any suspected violations of this policy or any circumstances that raise concern for safety from violence should be immediately reported.

For situations involving imminent danger of death or serious physical injury, call local emergency dispatch and take measures to protect yourself and others around you. When safe to do so, notify your manager, Corporate Security, and/or Human Resources.

For non-emergency violations of this policy or safety concerns, notify one of the following:

- A supervisor or your supervisor's manager
- A Human Resources representative
- Security
- The WFS Global Compliance Hotline at:
 - Phone: (800) 461-9330 (United States). Phone numbers for non-U.S. locations are available at the URL below.
 - Website:
<https://app.convercent.com/enus/Anonymous/IssueIntake/LandingPage/6be2a2d9-7b06-e611-80c8-000d3ab06827>

CONFIDENTIALITY

Reports made under this policy will be treated with the highest degree of discretion and will be promptly investigated. The Company will keep investigations confidential to the extent practicable but cannot guarantee absolute confidentiality because releasing some information on a "need-to-know" basis is essential for a thorough investigation and appropriate corrective action.

NON-RETALIATION

The Company will not tolerate any form of retaliation against anyone who, in good faith, provides information, assists in an investigation or proceeding, or submits a report under this policy.

POLICY VIOLATIONS

Any Employee in violation of this policy is subject to disciplinary action up to and including dismissal from employment. The company may involve law enforcement if believed necessary to protect employees and secure the workplace. In addition, disciplinary action under this policy includes such conduct that occurs offsite or while the employee is off-duty—that is, when not engaged in Company business.

Any non-employee who, in the sole opinion of the Company, violates this policy may be barred from Company premises, and/or the Company may immediately terminate its relationship with the offender.

INTIMATE PARTNER VIOLENCE

The Company treats threats and abuse made by an intimate partner as it does all other forms of violence. Company support for victims of intimate partner violence may include, but is not limited to:

- Employee Assistance Program
- Time off for reasons related to intimate partner violence
- Referrals to community resources

It is a violation of this policy for any intimate partner to stalk, threaten or harass any a Company employee.

RESTRAINING OR STAY AWAY ORDERS

The Company expects any employee who obtains or seeks a protective or restraining order to provide a copy of that order to the General Manager of the Operation and Human Resources immediately upon issue or receipt. Human Resources will notify Corporate Security upon receipt of the order.

SUPPORTING POLICIES

The below listed supporting policies are not exhaustive but should be considered in conjunction with this policy to understand clear expectations for appropriate behavior. Each policy below is available in the WFS Employee Handbook.

- Anti-Discrimination / Anti-Harassment Policy
- Sexual Harassment
- Code of Conduct
- Physical Security
- Social Media Policy
- Bullying
- Weapons in the Workplace
- Workplace Searches
- Background Check Policy