

CareMate Home Health Care, Inc.
2236 Marshall Avenue
St. Paul, MN 55104

Zero Tolerance Policy

Policy

CareMate Home Health Care, Inc. adopts a policy of Zero Tolerance of violence. CareMate Home Health Care, Inc. is committed to maintaining a workplace that is free from violence or threat of violence. All employees have the right to expect a place of employment that is free from behavior that can be considered harassing, abusive, disorderly, or disruptive. Any violent behavior or behavior that creates a climate of violence, hostility, or intimidation will not be tolerated, regardless of origin. Proactive measures will be taken to minimize the potential for violent acts. Each and every act or threat of violence will result in an immediate and firm response that could, depending on the severity of the incident and / or other relevant considerations, include termination from employment with CareMate Home Health Care, Inc.

Definition of Violence

Violence is the abusive or unjust exercise of power, intimidation, harassment and / or the threatened or actual use of force that results in or has a high likelihood of causing hurt, fear, injury, suffering or death.

This policy includes, but is not limited to, the following behaviors and situations:

1. Violent or threatening physical contact (including bullying, fights, pushing, and physical intimidation.)
2. Direct or indirect threats
3. Threatening, abusive or harassing phone calls
4. Possession of a weapon on company or client property
5. Destructive or sabotaging actions against company or employees' personal property
6. Stalking
7. Violation of a restraining order
8. Threatening acts or abusive language that leads to tension within the work environment. This includes use of profanity and / or name calling.
9. Use of drugs or alcohol on the job

Procedure

1. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on CareMate Home Health Care, Inc. property or at any client residence shall be removed from the premises as quickly as safety permits, and shall remain off CareMate Home Health Care, Inc. premises or the client's residence pending the outcome of an investigation.
 - a. No existing CareMate Home Health Care, Inc. policy, practice or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

Reporting Procedure:

1. Reporting procedures have been developed to encourage early reporting, support and stress reduction for employees as well as the prevention of violence. Any employee can report concerns or incidents to his or her immediate supervisor or any member of management.
2. CareMate Home Health Care, Inc. will initiate an appropriate response. This response may include, but is not limited to, termination of employment and / or criminal prosecution of the person(s) involved.
3. All employees who obtain a protective restraining order, which lists CareMate Home Health Care, Inc. premises as being a protected area, must provide to their immediate supervisor a copy of any temporary or permanent protective or restraining order.
4. CareMate Home Health Care, Inc. understands the sensitivity of the information requested and has developed confidentiality procedures, which recognizes and respects the privacy of the employee(s).

I HAVE RECEIVED A COPY OF THE ZERO TOLERANCE POLICY OF CAREMATE HOME HEALTH CARE, INC. I ACKNOWLEDGE THE FOLLOWING:

I AGREE TO ABIDE BY THE POLICIES AND PRACTICES OF CAREMATE HOME HEALTH CARE, INC. THIS RECEIPT WILL BE PLACED IN MY PERSONNEL FILE.

Name of Employee (Please print)

Signature

Date