

ALBANY CSO POOL COMMUNITIES CORPORATION WORKPLACE VIOLENCE POLICY

The safety and security of our employees, Board members and Volunteers is paramount to the ALBANY CSO POOL COMMUNITIES CORPORATION. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone involved with the Corporation will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts to Corporation staff, board members or volunteers will be removed from the Corporation administrator premises as quickly as safety permits and shall remain off premises pending the outcome of an investigation. The Corporation's response to incidents of violence may include suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and criminal prosecution of those involved.

All Corporation personnel, board members and volunteers are responsible for notifying the contact person designated below of any threats they have witnessed, received, or have been told that another person has witnessed or received. Personnel should also report behavior they regard as threatening or violent if that behavior is job-related or might be carried out on a company-controlled site.

An employee who applies for or obtains a protective or restraining order that lists company locations as protected areas must provide a copy of the petition and declarations used to seek the order and a copy of any temporary or permanent protective or restraining order that was granted.

Designated Contact Person:

Title: Director of Water Quality Programs, CDRPC

Phone: 518-453-0850

Location: CDRPC Offices, 1 Park Place, Colonie NY 12205