



WORKPLACE VIOLENCE PREVENTION PROGRAM

CBS Studios & Paramount TV Studios

CBS Studios & Paramount TV Studios Workplace Violence Prevention Plan (“**WVPP**” or “**Plan**”) is intended to identify, evaluate and correct workplace violence hazards; prevent and mitigate workplace violence incidents; and otherwise address workplace violence matters in accordance with California Labor Code (“**Labor Code**”) section 6401.9. CBS Studios and Paramount TV Studios are part of Paramount Global, which will be referred to herein as “Paramount” or “the Company.”

Date of last review: July 1, 2024

Date of last revision(s): July 1, 2024

Specific location: All California Productions

Definitions

“**Emergency**” means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

“**Engineering controls**” means an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

“**Log**” means the violent incident log required by Labor Code section 6401.9.

“**Plan**” or “**WVPP**” means the workplace violence prevention plan required by Labor Code section 6401.9.

“**Serious injury or illness**” means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

“**Threat of violence**” means 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.

“**Workplace violence**” means any act of violence or threat of violence that occurs in a place of employment. Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma or stress, regardless of whether the employee sustains an injury.



- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:
 - **“Type 1 violence,”** which means workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
 - **“Type 2 violence,”** which means workplace violence directed at employees by customers, clients, patients, students, inmates or visitors.
 - **“Type 3 violence,”** which means workplace violence against an employee by a present or former employee, supervisor, or manager.
 - **“Type 4 violence,”** which means workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

“Work practice controls” means procedures and rules, which are used to effectively reduce workplace violence hazards.

Responsibility for the Workplace Violence Prevention Plan

The following individual(s) (**“WVPP Administrators”**) have authority and responsibility for implementing the provisions of this Plan for the Company at this location. If multiple persons are responsible for the Plan, their specific roles are described.

Responsible Person(s)	Job Title or Position	WVPP Responsibility(ies)	Contact Information	Email

Regardless, *all* managers and supervisors are responsible for implementing and maintaining the WVPP in their workplaces and work areas and for answering employee questions about the WVPP.

Employee Active Involvement

The safety and security of Paramount’s employees is everyone’s responsibility. The Company maintains the following policies and procedures to obtain the active involvement of employees and authorized employee representatives, where applicable, in developing and implementing the WVPP:

- The Company will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence, through, for example, the reporting of hazards and concerns and the providing of feedback and suggestions to managers, supervisors, and WVPP Administrators through Global_EHS@paramount.com and other various Company communication methods as discussed more fully herein.

- Designing and implementing training, including through written and oral suggestions and feedback provided to managers, supervisors and WVPP Administrators. Employees may also reach out to Global_EHS@paramount.com, including anonymously.
- Reporting and investigating workplace violence incidents, including through complaints and concerns reported to managers, supervisors and WVPP Administrators as set forth more fully in “Workplace Violence Incident Reporting Procedure,” below. Employees may also reach out to Global_EHS@paramount.com, including anonymously.
- The Company will take effective steps to ensure that all workplace violence policies and procedures within this Plan are clearly communicated and understood by all employees. The Plan will be enforced fairly and uniformly.
- The Company will expect all employees to follow all Plan directives, policies, and procedures, and assist in maintaining a safe work environment, including through its policies against workplace violence, firearms in the workplace, and other relevant policies.
- The WVPP shall be in effect at all times and in all workplaces and be specific to the hazards and corrective measures for each workplace and operation.

Employee Access to the Written Plan

Paramount ensures that the Plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by the following:

- Unobstructed access through the EHS production website (<https://ehsproductions.viacomcbs.com>)
- which allows an employee to review and print the current version of the written Plan.
- Whenever an employee or designated representative requests a copy of the written Plan, the Company will provide the requester with a printed or electronic copy of the Plan, unless the employee or designated representative agrees to receive an electronic copy. Requests for the Plan can be made to the Human Resources Business Partner, to the WVPP Administrator at a specific location, or by emailing Global_EHS@paramount.com.

Coordination With Other Employers

Paramount will maintain the following practices and methods to coordinate effective implementation of its WVPP with other employers to ensure that those employers and employees understand their respective roles, as provided in the Plan.

- All employees will be provided training on workplace violence prevention.
- Workplace violence incidents involving any employee will be reported, investigated, and recorded.
- At a multi-employer worksite, the Company will ensure that if its employees experience a workplace violence incident, the Company will record the information in its Violent Incident Log and shall also provide a copy of that Log or relevant entry to the controlling employer.

Workplace Violence Incident Reporting Procedure

Paramount will implement the following procedures to ensure that it can effectively accept and response to reports of workplace violence. Employees have access to the following avenues to report such threats or acts, including avenues to make such reports anonymously:

- Employees will report all threats or acts of workplace violence to their supervisor or manager or to their Human Resources Business Partner. *Supervisors or the HRBP will notify the WVPP administrator for the location and Paramount's Global Security Operations Center, available on a 24/7 basis ("GSOC") at (323) 956-5788.* If that is not possible, employees will report incidents directly to the WVPP administrator for the location.
- Completing the Violent Incident Log form in Veoci (<https://p.veoci.com/paramountwvpp>)
- Reporting to the Workplace Violence Reporting email address (Global_EHS@paramount.com):
- Reporting concerns through CBS Studios & Paramount TVs anonymous safety hotline (818) 655-6078

Paramount will neither retaliate against anyone for reporting a workplace violence incident, nor tolerate or permit retaliation by management, employees or coworkers for reporting a workplace violence incident. An employee who retaliates against a coworker for reporting an incident is subject to discipline, up to and including termination.

Compliance with the WVPP

Paramount maintains the following effective procedures to ensure that all employees, both supervisory and nonsupervisory, comply with the WVPP:

- Training of employees, supervisors, and managers on all WVPP provisions upon its initial establishment or upon hire, and through annual WVPP training sessions.
- Periodic training whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the Plan.
- Communication of the Company's policies against workplace violence, firearms in the workplace, and other relevant workplace violence safety policies.
- Retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices consistent with the WVPP in the workplace.
- Corrective or disciplinary action (which may include verbal warnings, written warnings, or unpaid suspension), up to and including termination, for violations of or failure to comply with the Plan or any other policies or procedures relating to workplace safety.

Communication With Employees

Paramount recognizes that open, two-way communication between our people leaders, employees, and other employers about workplace violence issues is essential to a safe, secure and productive workplace. Our communication system is designed to facilitate effective and efficient communication of information in a manner that is readily understandable by all employees. To that end, we maintain the following communication procedures regarding workplace violence matters:

- Communication regarding the Company's policies against workplace violence and firearms in the workplace.

- New employee training that includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs upon implementation of the WVPP and annually thereafter, with additional periodic training whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the Plan.

- Effective communication between the Company and employees about security issues and potential workplace violence concerns, including through email, postings, meetings or other means appropriate to the specific situation and workplace.
- Posting or distributing workplace violence prevention information, either physically in the workplace, on the Company intranet, or through email or other communications.
- Procedures for employees to report a violent incident, threat or other workplace violence concern to their employer or law enforcement without fear of reprisal or adverse action, which include:
 - Reporting all threats or acts of workplace violence to their supervisor or manager or to their Human Resources Business Partner. Supervisors or the HRBP will notify the WVPP Administrator for the location and the GSOC, available on a 24/7 basis at 323-956-5788. If that is not possible, employees will report incidents directly to the WVPP Administrator for the location.
 - Completing the Violent Incident Log form in Veoci (<https://p.veoci.com/paramountwvpp>)
 - Reporting to the Workplace Violence Reporting Email Address (Global_EHS@paramount.com):
 - Reporting concerns through CBS & Paramount's Anonymous Hotline: (818) 655-6078
 - *In the event of an emergency, dialing 9-1-1 call for emergency assistance by dialing 9-1-1 (dial outside access number first if applicable).*
- Employees' reports of violent incidents, threats or workplace violence concerns will be investigated in a timely manner, and employees will be informed of the investigation results and any corrective actions to be taken.
 - The Company will investigate such reports in a timely manner by gathering information from employees and other individuals as needed, depending on the reported incident, threat or concern, including by in-person communication/conversations; written reports and witness statements; and consultations and conversations with law enforcement, security or other third parties as needed.
 - The Company will provide updates on the status of investigations and corrective actions to employees. Depending on the nature of the investigation, these updates could include information about the progress of investigations, the results of investigations and any corrective actions taken.
 - The Company will provide updates to other employers in the building (at or near and around the same worksite) to discuss the workplace violence concerns and the WVPP. These could involve sharing updates to the Plan, discussing recent incidents and coordinating training sessions.
 - Sharing training materials and incident reports with other employers to ensure a coordinated response to any incidents.
- In the event of a workplace violence incident, employees may access their mobile device or other communications for seeking emergency assistance, assessing the safety of a situation, or communicating with a person to verify their safety.

Emergency Response Procedures

Paramount has in place the following specific measures to handle *actual or potential workplace violence emergencies*:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:
 - Mass communication systems, alarms, and audible announcements will be used to alert employees of emergencies.
 - Verbal communication, where effective.
- The Company will have evacuation or sheltering plans including maps of evacuation routes, locations of emergency exit, and instructions for sheltering in place.
- Ways to obtain help from staff, security personnel, or law enforcement:
 - *If there is immediate danger, call for emergency assistance by dialing 9-1-1 (dial outside access number first if applicable).*
 - In addition, in the event of an emergency, including a Workplace Violence Emergency, employees at the following locations may also call lot or building security:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
24/7 Global Security Operations Center	Security	Responsible for emergency response, hazard identification, and coordination with other employers	323-956-5788	gsoc@paramount.com

- Contact information for response staff and local law enforcement is posted in common areas.
- When it is safe to do so, notify the GSOC at (323) 956-5788 or the WVPP administrator for your location (see chart under “*Responsibility for the Workplace Violence Prevention Plan*”).

Training and Instruction

All employees, both supervisory and non-supervisory, will be provided with training and instruction on general and job-specific workplace violence practices, including, as appropriate, presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the Plan is first established.
- Annually to ensure all employees understand and comply with the Plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the Plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the Plan.

Paramount will provide its employees with training and instruction on the definitions found on page 1 of this Plan and the requirements listed below:

- The Plan, how to obtain a copy of the Plan at no cost, and how to participate in development and implementation of the Plan.
- How to report workplace violence incidents or concerns to the Company or law enforcement without fear of reprisal.

- Workplace violence hazards specific to the employees' jobs, the corrective measures Paramount has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The Violent Incident Log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and Violent Incident Logs.
- Opportunities Paramount has for interactive questions and answers with a person knowledgeable about the Plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.

Note: Paramount will use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.

Workplace Violence Hazard Identification and Evaluation

Paramount will conduct the following to ensure that workplace violence hazards are identified and evaluated:

- Inspections or reviews shall be conducted when the Plan is first established, after each workplace violence incident, and whenever the Company is made aware of a new or previously unrecognized hazard.
- Review of all submitted/reported concerns of potential hazards:
 - Regular review of all submitted and reported concerns made through Veoci violent incident log and calls to GSOC or the WVPP Administrator.
 - Communications to the Workplace Violence Hazards Email Address: Global_EHS@paramount.com
 - Online form for reporting workplace violence hazards in Veoci: <https://p.veoci.com/paramountwvpp>
- Solicitation of feedback through the Plan and postings on Murray.

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic inspections shall be conducted when the WVPP is first established, after each workplace violence incident, and whenever the Company is made aware of a new or previously unrecognized hazard.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Inspections for workplace violence hazards including assessing, as appropriate:

- The exterior and interior of the workplace for its potential for theft or attractiveness to robbers or intruders.
- Whether employees interact with members of the public and any potential risk factors based on those interactions.

- The nature of the work and any associated risk factors.
- Whether employees work late night or early morning hours and the risk factors associated with those schedules.
- The need for or effectiveness of existing security/violence surveillance measures, such as mirrors and cameras.
- The need for or effectiveness of existing access management and security systems (for example, door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems) and any violations or circumvention of those security procedures by employees or members of the public, whether intentional or unintentional.
- The need for or effective location and functioning of existing alarm systems, including “panic alarm/panic button” systems.
- Adequate illumination of all work areas, including hallways, entranceways and parking areas.
- Procedures for employee response during a criminal act.
- Procedures for reporting suspicious or unusual activities or persons.
- Policies or procedures for ensuring that firearms are not brought into the workplace.
- Posting of emergency contact information for law enforcement, security and emergency services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go in an emergency.
- Frequency and severity of threatening or hostile situations that may lead to workplace violence incidents by persons who are customers, audience members, visitors or members of the public with whom employees may come into contact.
- Frequency and severity of employees’ reports of threats of physical or verbal abuse by managers, supervisors, or co-workers.
- Employees’ skill and knowledge in safely handling members of the public (e.g. security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance (e.g., alarms, PA systems, panic buttons or other worksite alert systems).
- The use of work practices such as the "buddy" system or “floor wardens” for specified emergency events.
- Effective communication between management and employees.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace.
- For employees whose duties take them into the community or the public on a regular basis (for example, news staff), assessing safety for specific assignments or stories and modifying procedures in the event of unsafe conditions.
- Evaluation of specific workplace or work-related threats to employees, including performing a risk assessment with the assistance and advice of Corporate Security or law enforcement,

When a hazard has been identified, the Company will analyze the hazard in coordination with appropriate persons, such as employees, management personnel, security services and/or law enforcement personnel, in order to identify timely methods to correct the hazard.

Workplace Violence Hazard Correction

Paramount will endeavor to evaluate and correct any workplace violence hazards in a timely manner. After such hazards are identified, either through periodic inspection, review and evaluation of submitted reports and concerns, or other means, Paramount will implement the following effective procedures to correct these workplace violence hazards, depending on the specific facts and circumstances, including but not limited to the following:

- The WVPP administrator will immediately begin taking appropriate steps to evaluate and address the hazard to ensure it is corrected in a timely manner. Depending on the hazard, this may generally include, for example:
 - Communicating corrective measures and/or procedures to employees, management personnel and/or security services.
 - Obtaining services for maintenance, repair, replacement or purchase of equipment, and/or making improvements or alterations to Company infrastructure, systems and/or property.
 - Training or retraining personnel on workplace violence procedures.
 - Any other actions needed to timely correct the workplace violence hazard.
- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection (for example, Company security resources).
- All corrective actions taken will be documented and dated on the Violent Incident Log form follow up procedure in Paramount's online system, Veoci.
- The Company will take corrective measures for workplace violence hazards that may include but are not limited to the following specific measures.
 - Minimizing the workplace's attractiveness for potential criminal activity, such as robbery, burglary or other criminal acts by:
 - Maintaining, replacing, repairing and/or improving lighting around and at the workplace, including exterior lighting around parking areas and building entrances.
 - Posting signs notifying the public that cameras are monitoring the facility.
 - Maintaining, replacing, repairing and/or improving surveillance and security measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace in order to dissuade criminal activity.
 - Hiring or assigning additional security guards and having them patrol the workplace exterior and interior.
 - Installing additional security surveillance cameras in and around the workplace.
 - Maintaining, replacing, repairing, improving and/or installing additional workplace security systems and access management systems, such as key cards, codes, door locks, violence windows, physical barriers, emergency alarms and restraint systems.
 - Modifying schedules and/or security measures to correct hazards associated with employees working alone or in small groups, and/or employees working late night/early morning hours.

- Maintaining, replacing, repairing and/or improving employer communication systems to ensure employees can report workplace violence incidents and contact emergency services.
- Posting the most recent contact information for WVPP Administrators, law enforcement, fire and medical services in common areas.
- Correcting, modifying and/or retraining on methods and procedures to control, access and monitor movement within the workplace by non-employees, including customers, clients, visitors, deliveries, recently discharged employees and persons with whom one of our employees is having a dispute.
- Maintaining, repairing or installing effective systems to warn others of violence or a danger, or to summon assistance, e.g., PA system, alarms or panic buttons.
- Ensuring adequate employee escape routes and modifying existing routes as needed for effectiveness.
- Ensuring that employee disciplinary and discharge procedures address the potential for workplace violence, by, for example, evaluating the behavior of the subject employee, performing a risk assessment, immediately disabling workplace access for the employee and retrieving any access cards, or instituting “do not admit” procedures.
- Workplace violence prevention systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems.
- Controlling access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
- For employees whose duties take them into the community or the public on a regular basis (for example, news staff), assessing safety for specific assignments or stories and modifying procedures in the event of unsafe conditions. Options may include assignment of security or reporting from a safe location, including in-studio.
- Evaluation of specific workplace or work-related threats to employees, performing a risk assessment with the assistance and advice of Corporate Security or law enforcement, or, where appropriate, assisting with obtaining of a restraining order.
- Where appropriate, providing security resources to employees in response to workplace or work-related threats to life or personal safety.
- Providing employee training/re-training(refreshers) on the Plan, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensuring that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - Improving communication.
 - Procedures for reporting suspicious persons, activities, and packages.
 - Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensuring adequate employee escape routes.
- Through training on awareness by employees, supervisors, and managers of the warning signs of potential workplace violence.

Procedures For Post Incident Response And Investigation

After a workplace violence incident, the Plan administrator or their designee will implement post-incident procedures, including but not limited to the following:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel, or obtain written statements.
- Review security footage and access logs of existing security systems, if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the likely cause of the incident.
- Record the findings.
- Take appropriate corrective action to prevent similar incidents from occurring.
- Obtain any reports completed by law enforcement.
- Use the Violent Incident Log on Veoci for every workplace violence incident and will include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
 - Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

- Information about the person completing the log, including their name, job title, and the date completed.
- Review of all previous incidents.
- WVPP review consistent with WVPP Review and Revision provisions.
- Providing support and resources to affected employees, such as counseling services and access to Employee Assistance Program as well as leaves provided under applicable law or Company policy, subject to eligibility requirements.

The Company will ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

Review and Revision of the Plan

The Plan will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the Plan will include the procedures listed in the "Employee Active Involvement" section of this Plan, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives, where applicable, in reviewing the Plan's effectiveness:

- Review workplace violence investigations, findings, and the Violent Incident Log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. These revisions could involve, for example, changes to procedures, updates to contact information, and additions to training materials.

Recordkeeping

Paramount will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain Violent Incident Logs for minimum of five (5) years.

- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- Make available to Cal/OSHA upon request for examination and copying records of workplace violence hazard identification, evaluation and correction; and training, violent incident logs and workplace violence incident investigations required by Labor Code section 6401.9(f).

Employee Access To Records

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent Incident Logs.

Employer Reporting Responsibilities

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, Paramount will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

[Type Title of owner or top management representative formally approving these procedures and have them sign and date

Example:

["I, [Name], [Job Title] of [Employer], hereby authorize and will facilitate, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal."]

Please note: These are just examples and should be customized to fit the specific needs of your company. It is important to ensure that the statement of authorization is approved, signed, and dated by a top management representative or owner of the company.]

Paramount

[Signature of person authorizing this WVPP]

[Date of Signature]

Appendix A

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by Labor Code section 6401.9(d).

This log may be accessed through Veoci (https://p.veoci.com/paramountwvpp).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
Witness statements.
All other investigation findings.

All information that personally identifies the individual(s) involve will be omitted from this Log, such as:

- Names
Addresses – physical and electronic
Telephone numbers
Social security number

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time [am/pm]) that the incident occurred].

Table with 2 columns: Location(s) of Incident, Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)). Includes placeholder text for data entry.

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the Log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence listed on page one of Paramount's WVPP..

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
Threat of physical force or threat of the use of a weapon or other object.
Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.

Circumstances at the time of the incident: [write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]

Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]

- Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries]

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]

***Any additional information can be found at (https://murray.paramount.com/murray?page=us_policies)**