



workiva

Violence Free Workplace



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You can expect to be treated with dignity and respect and not be fearful of violence. We are committed to a violence-free work environment, and we will not tolerate any level of violence or the threat of violence in the workplace.

Under no circumstances should anyone bring a weapon to work without authorization. Acts of violence by an employee or anyone else against an employee, supervisor, or member of management will not be tolerated. Any instance of violence must be reported to the employee's supervisor and Workiva's Ethics & Conduct team. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter any individual who is threatening immediate harm to an employee or visitor at a Workiva office or event, contact an emergency party immediately.

All complaints will be fully investigated and Workiva may involve third parties, such as the police, if necessary. Workiva will promptly respond to any incident or suggestion of violence. All reports of work-related threats will be kept confidential to the extent possible, investigated and documented.

Violation of this policy, including your failure to report or fully cooperate in the Workiva investigation, may result in disciplinary action, up to and including immediate termination.