



workiva

Workplace Health and Safety



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Establishing and maintaining a safe work environment is the shared responsibility of Workiva and its employees at all levels. Workiva attempts to ensure a safe work environment and compliance with all occupational health and safety laws applicable for each jurisdiction in which Workiva operates. You are expected to obey safety rules and to exercise caution in all of your work activities. If you observe an unsafe condition, you must report the situation immediately to your Manager, or to any other management representative. Workiva will look into the matter, and if warranted, take corrective action.

Workiva is committed to providing employees with an environment in which they feel free to report unsafe working conditions of any kind.

If at any time you notice a suspicious person in your work area, notify management immediately. Exercise caution in leaving personal valuables in unattended areas, particularly in or on desks overnight.

Under no circumstances are weapons allowed on Workiva property.