



# WORKPLACE VIOLENCE PREVENTION PROGRAM FOR ADJOIN

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

**Date of Last Review:** 01/01/2026

**Date of Last Revision(s):** 01/01/2026

## DEFINITIONS

**Emergency** - Unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other persons.

**Engineering controls** - 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** - The violent incident log is required by LC section 6401.9.

**Plan** - The workplace violence prevention plan is required by LC section 6401.9.

**Serious injury or illness** - 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** - 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** - 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*** - 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*** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

***Type 3 violence*** - Workplace violence against an employee by a present or former employee, supervisor, or manager.

***Type 4 violence*** - 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*** - Procedures and rules which are used to effectively reduce workplace violence hazards.

## RESPONSIBILITY

The WVPP administrator, Sabrina DiMarzio, Director of Human Resources, has the authority and responsibility for implementing the provisions of this plan for Adjoin. If there are multiple persons responsible for the plan, their roles will be clearly described.

<b>Responsible Persons</b>	<b>Job Title/Position</b>	<b>WVPP Responsibility(ies)</b>	<b>Phone #</b>	<b>Email</b>
Wendy Forkas	CEO	Principle authority and will review and approve the final plan and any changes that must be implemented.	(858) 292-2024	Wendy.Forkas@adjoin.org
Olivia Blaylock	COO	Authority to provide overall direction for implementing WVPP operationally	(858) 292-2022	Olivia.Blaylock@adjoin.org
Sabrina Di Marzio	Director, Human Resources	Has the assignment of responsibility; Coordinate all efforts and oversee the enforcement of safety policies and rules. Administration and monitoring of safety requirements in each region.	(858) 292-2033	Sabrina.DiMarzio@adjoin.org
Safety Officers	Office Managers	Monitor compliance to the established safe work practices and to take immediate measures to correct identified hazards.	See the attached Contact Sheet	
Regional Directors	Directors	Monitoring and ensuring workplace violence in their areas of responsibility are investigated, and for taking any mitigating actions to ensure a safe workplace.	See the attached Contact Sheet	

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

Adjoin charges every employee with the responsibility of contributing towards a violence-free environment

## **EMPLOYEE ACTIVE INVOLVEMENT**

Adjoin ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
  - Identifying, evaluating, and determining corrective measures to prevent workplace violence. Management will have monthly safety meetings with employees and their representatives to discuss the identification of workplace violence-related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures).
  - Designing and implementing training: Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.
  - Employees are encouraged to submit suggestions to the CEO and/or his/her designee concerning safety and health matters.
  - Reporting and investigating workplace violence incidents: Employees should report to the CEO and/or his/her designee, Human Resources, or their supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries to the employee or customers.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. See Workplace Safety and Violence Policies (Admin Policies 7.7-7.9)
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

## **EMPLOYEE COMPLIANCE**

All employees are required to comply with Adjoin's Workplace Violence Prevention Plan. This includes employees at every level and in all positions within the company. Violations of safety standards or conduct that show either a disregard for safety concerns or negligent or reckless conduct may result in disciplinary action up to and including termination.

Is it the responsibility of each employee to immediately report all work-related violences, as well as safety hazards to their immediate Supervisor or Safety Officer. In addition, an official employee incident report must be completed.

The following is our system of ensuring that all employees comply with the rules and maintain a safe work environment:

- Informing employees of the provisions of our WVPP
- Evaluating the safety performance of all employees.
- Recognizing the employees that perform safe and healthful work practices
- Providing training to employees whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthful work practices

## **COMMUNICATION WITH EMPLOYEES**

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Follow-through by supervision to ensure effectiveness.
- Workplace violence prevention training programs.
- Safety meetings held at least every month – more frequently as deemed necessary by the creation of the hazards or occurrences of violence – that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- Posted or distributed workplace violence prevention information.
- A system for employees to anonymously inform management about workplace hazards without fear of reprisal.
- A formal appraisal of safety performance in the annual employee evaluation.
- Employees are encouraged to notify their managers, supervisors, Human Resources, COO, or the Chief Executive Officer (CEO) of any situation that they feel is unsafe or inconsistent with this policy.

If you encounter an individual who is threatening immediate harm to an employee, client, or visitor to our premises contact an emergency agency (such as 911) immediately.

- Emergency Contact Numbers:
  - Ambulance: 911 or \_\_\_\_\_
  - Fire: 911 or \_\_\_\_\_
  - Hospital: 911 or \_\_\_\_\_

- Police: 911 or \_\_\_\_\_

Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken. Adjoin does not condone and will not tolerate violent conduct. Any and all threats of violence made by employees of Adjoin, against any employee or non-employee, location or property will be taken seriously and will result in immediate action, up to and including termination, as well as be reported to law enforcement.

Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.

Updates during daily/weekly/monthly/quarterly meetings with other employers in the building (at or near and around the same worksite) to discuss the plan and any updates. These meetings 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. This could involve sending copies of training materials and incident reports to other employers.

## **COORDINATION WITH OTHER EMPLOYERS**

Adjoin will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, Adjoin will ensure that if its employees experience workplace violence incident that Adjoin will record the information in a violent incident log and shall also provide a copy of that log to controlling employer.

## **WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE**

Adjoin will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by communicating via in-person, email, phone call, text, etc. If that's not possible, employees will report incidents directly to the WVPP administrator, Director of Human

## Resources.

Complete, prompt notification of all incidents involving Adjoin employees and clients.

In most instances, incident reporting includes notifications to third parties, which may include Law Enforcement Agencies, Regional Centers, the Department of Veteran Affairs and other federal, state, and local entities.

It is the responsibility of management to ensure that all notifications are made in a prompt and complete manner.

An incident is not just an on-the-job injury. Any incident, in which one of Adjoin's clients or employees is involved in, where an injury, aggressive behavior or other action taken by or to our client or employee happens, must be documented by an incident report. Examples of situations appropriate for an incident report include and are not limited to:

- On/off the job injury or accident
- Aggressive behavior, fighting, or assault
- Epidemic outbreaks
- Communicable disease
- Infection control
- Biohazardous accidents
- Abuse, Neglect, Suicide
- Sexual Assault
- Elopement/Wandering
- Poisonings
- Medication errors
- Unauthorized use and possession of legal or illegal substances
- Overdose
- Catastrophes/fires or explosions
- Threatening gestures or statements
- Use and unauthorized possession of weapons
- Car accidents
- Verbal abuse or harassment
- Unexcused tardiness or absenteeism
- Unauthorized possession of property
- Use of seclusion.
- Use of restraint.
- Arrest, incarceration, or questioning by law enforcement

- Death
- Other sentinel or unexpected safety event

A phone call is not enough. In all cases where phone notification is made, a copy of the incident report must be sent. Timeliness is critical. For insurance and other legal reasons, all incidents must be reported to the Regional Director/Regional Manager/Chief Operating Officer and the Corporate Office within 24 hours of the time at which the employee becomes aware of the incident.

*Incidents involving death, injury, abuse, threatening actions, illegal activities, criminal acts by grantee, incidents that have garnered media attention or other incidents of a serious nature should be immediately reported to a Regional Director/Regional Manager/Chief Operating Officer and/or the Chief Executive Officer.*

In the Veterans Division, the Director will review the incident and communicate with the VA Regional Coordinator within 24 hours of the identified critical incident. The VA defines critical Incident is defined as an abrupt, serious event that occurs outside of the ordinary human experiences.

A written **Special Incident Report Form** must be completed by the employee who first gained knowledge of the incident or was directly involved in the incident. The report must also be reviewed and signed by the Program Manager/Regional Manager/Assistant Director and submitted to Adjoin Corporate office within 48 hours.

1. [quality.assurance@adjoin.org](mailto:quality.assurance@adjoin.org) (Corporate Office)

All Special Incident Reports must be completed thoroughly and accurately including the detailed action plan and any additional follow-up planned or provided to ensure the participant receives appropriate support and to identify ways to prevent this incident from reoccurring in the future. The detailed action plan will vary based on the Participant's needs and the nature of the incident. Individuals who fail to report incidents within a timely manner will be subject to disciplinary actions up to and including termination.

Withholding or failure to report information regarding abuse or illegal activities may be a criminal offense. Adjoin is required to report all such activities to the proper law enforcement agencies.

Employees are encouraged to notify their managers, supervisors, Human Resources, COO, or the Chief Executive Officer (CEO) of any situation that they feel is unsafe or inconsistent with this policy.

Adjoin is committed to maintaining a safe workplace free from retaliation. No director, officer, or employee who in good faith reports a workplace violence incident shall suffer harassment, retaliation, or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. An officer and/or director who retaliates against someone who has reported a violation in good faith is subject to a review of ethical conduct by the Board of Directors and may be subject to actions for removal from the board as prescribed in Article IV, Section 9 of the bylaws.

## EMERGENCY RESPONSE PROCEDURES

Adjoin 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
2. YOU DO NOT HAVE TO HANDLE THE SITUATION ALONE. As soon as is feasible, contact a supervisor or on-call staff, regardless of the hour or day.
  3. MAINTAIN YOUR SAFETY AND ASSESS THE SITUATION.
    1. Be there. Be calm.
    2. Talk through the situation.
    3. Assist the client in identifying his/her needs and responsibilities.
    4. Assist the client in making necessary decisions by identifying options, consequences, and rights.
  4. SEEK MEDICAL OR POLICE ASSISTANCE, IF APPROPRIATE. For a life-threatening situation call 9-1-1, identify the situation and the dispatcher will determine the emergency intervention personnel needed. Encourage the client to seek medical help and solve any transportation issues (consult Consent for Emergency Treatment/Emergency Procedure Plan form for client/family preference).
  5. DO NOT LEAVE YOUR CLIENT ALONE! Unless forbidden to remain with your client by police or other emergency personnel, do not leave your client unless/until a supervisor has arrived or until the situation is resolved.
  6. ASSIST CLIENT IN CONTACTING NATURAL SUPPORTS (refer to Consent for Emergency Treatment/Emergency Procedure Plan and Client Information Sheet for names of family, friends, etc.)
  7. NOTIFY REGIONAL CENTER of the emergency regardless of the hour or day. Your supervisor will make notification.
  8. DOCUMENTATION: You must VERBALLY notify your supervisor of the situation as soon as possible. Submit written case notes and a completed "Special Incident Report Form" by end of the first business day following the occurrence.
- Each Office is required to develop an individual emergency evacuation plan. This plan is supplemental to this handbook and provides office-specific information. The evacuation plan must contain the following:
    - a. Emergency telephone numbers
    - b. Evacuation personnel duties
    - c. Designated meeting point
    - d. Office information such as whether the building has automatic sprinkler system, smoke detection and/or manual pull stations

- How to obtain help from staff, security personnel, or law enforcement.
- Emergency Contact Numbers:
  - a. Ambulance: 911 or \_\_\_\_\_
  - b. Fire: 911 or \_\_\_\_\_
  - c. Hospital: 911 or \_\_\_\_\_
  - d. Police: 911 or \_\_\_\_\_

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Regional Directors	Directors	Responsible for emergency response, hazard identification, and coordination with other employers.	See the attached Contact Sheet	
Safety Officers		Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan	See the attached Contact Sheet	

Adjoin's ability to address emergencies depends on the cooperation and participation of all members of the community. Adjoin has identified three levels in its efforts to better prepare for an emergency. The first of these levels is the **Emergency Response Plan**, which identifies key decision makers and their roles during a company emergency.

The second level is the **Office Emergency Plan**. Each office throughout the state has a designated Safety Officer and Regional Director who is responsible for developing an emergency plan and making sure that all the employees working in the office have a complete understanding of the evacuation process. The Safety Officer is also responsible for coordinating evacuation drills throughout the year, as scheduled by the Human Resources Director and/or their designee.

The final level is this document. The Emergency Response Plan calls upon all team member to be familiar with the *Safety Handbook*.

**Before an emergency occurs**

- KNOW the established emergency procedures for your office and/or worksite
- KNOW the hazards of any materials or equipment in office and work area and the precautions to take to avoid or minimize associated risk
- KNOW two means of escape from your area
- KNOW the locations of fire alarm pull stations
- KNOW the location of portable fire extinguishers and how to use them
- KNOW the location of the nearest first aid kit

## **Bomb Threat**

Take any bomb threat seriously and report it immediately to the police and then your supervisor. If you receive a written bomb threat, do not handle it any more than necessary. Place it in an envelope to preserve possible fingerprints. If you receive a telephone threat, note the exact time of the call and attempt to write down the exact words of the caller. Ask the caller to repeat information. Get as much information as possible by asking when the bomb is set to explode, what kind of bomb it is, where it is located, and what it looks like. If possible, signal another person and write a note explaining the call is a bomb threat. The other person can then alert the police. Give all of the information you obtain to the police when you talk to them.

## **Theft & Missing Property**

Theft or missing property should be reported to the police and your supervisor immediately. The police will take a report of the loss and of the circumstances surrounding the loss.

## **Suspicious Person**

If you see suspicious persons in your office or on the property, report it to your supervisor immediately. Your supervisor will direct you to call the police depending on the circumstances. You should provide a complete description of the person, what they are doing, their last known location, and their direction of travel (if known). Follow any directions given to you by the police and **do not** confront the suspicious person. If warranted, the police will remove the suspicious person from the premises, issue them a trespass warning, or arrest them.

## **Security**

All employees should heed the following steps to ensure their personal safety.

### **While Working**

- Keep all valuables locked away and/or lock your office door when you leave the office, even if you are away only for a short time.  
Ask unescorted visitors entering your office to identify themselves and whom they are meeting.
- Notify your supervisor immediately if a person entering your office appears to be suspicious, won't identify themselves or asks for a person who does not work in the office.
- Secure computers when stepping away and other valuable equipment as much as possible. Keep records of serial numbers on equipment. You may want to mark the equipment with the company name and contact number.

### **While Working After Hours**

- Lock all doors to the outside.
- Keep your office door closed and locked
- Never prop open a door for someone who will be joining you or allow strangers to enter with you.
- Never leave your purse or wallet unattended.
- Remove valuable items from your desktop and close and lock file drawers, windows, and doors when leaving your office for the day.

### **When Walking at Night**

- Walk with someone you know if possible.

- Stay alert and be aware of your surroundings.
- Plan the safest route to your destination and use the same route every time.
- Walk briskly and confidently in the center of the sidewalk.
- Avoid dark areas and shortcuts.
- If you think you are being followed, head quickly for a lighted area, a group of people, or telephone. If you have a cell phone, get it out.
- Consider carrying a personal alarm.
- Be careful when walking to or from public transportation.
- Have your car or house keys out and in hand as you approach your vehicle or home.
- Do not hitchhike.

## **Active Shooter**

While Adjoin offices are located in areas that are felt to be safe, violence can happen anywhere, and employees are trained on the importance of workplace security.

Employees will assist any person in the office with mobility impairment, hearing impairment, visual impairment, or intellectual disability.

**RUN, HIDE, FIGHT** is the order of action according to the FBI as well as law enforcement agencies across the nation in light of recent happenings in our country.

**RUN** -- If there is a situation within the office that you feel could become violent, get out of the building, following the evacuation plan if that is the safest escape, and call 911.

**HIDE** -- If you cannot get out of the building and the situation appears life threatening, seek protective cover, and call for help using a cell phone. Stay on the line with 911 dispatchers even if you cannot communicate with them. They will likely locate you through the GPS on your phone. Silence the ringer on your phone so that you do not give away your position. By keeping the phone connected, dispatchers can hear background noise and assess the situation, perhaps. Lock/block the door, hide behind a large object, and remain very quiet

**FIGHT** – If there is no alternative, and you must fight, attempt to incapacitate the shooter with physical aggression. Improvise a weapon, if possible.

If a situation or a potential threat takes place outside the building, lock the exterior office door and call 911. Do not put yourself in a position to be injured.

## **WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION**

The following policies and procedures are established and required to be conducted by Adjoin to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards: Monthly review of all submitted and reported concerns via email, voicemail, text messages, or anonymous feedback (available on team website).

**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: Monthly office inspections are conducted by Safety Officers at their respective office locations to ensure proper health and safety standards. Annual inspections are also conducted for all office locations by an external safety inspector.

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:

<b>Specific Person Name/Job Title</b>	<b>Area/Department/Specific location</b>
Human Resources/Keegan Wulf	Corporate
Teri Geston	Catalyst – San Diego
Ruby Quintero	Veterans
Lizbeth Lopez	Imperial Valley
Frank Battle/Lauren Will	Fresno
Esmeralda Lopez	Visalia
Maryvell Concepcion	Merced
Jessica Ramos	Stockton
Shannon Sackos	Orange

Inspections for workplace violence hazards include assessing:

- How often Adjoin’s anti-violence policy has been communicated to employees, supervisors, or managers
- Our employees, supervisor and managers knowledge of the warning signs of potential workplace violence
- 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
- Frequency and severity of employee reports of threats of physical or verbal abuse by

managers, supervisors or other employees

- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace
- Employee disciplinary and discharge procedures
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of Adjoin
- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical 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 to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.

## **WORKPLACE VIOLENCE HAZARD CORRECTION**

Workplace violence hazards will be evaluated and corrected in a timely manner. Adjoin will

implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees who need to correct the hazardous condition will be provided with the necessary protection. Directors and Safety Officers will be provided with the necessary protections concerning the hazardous situation.
- All corrective actions taken will be documented and dated on the appropriate forms. This will follow our current Corrective Action process. Forms can be found on our SharePoint and will be uploaded to our HRIS once complete.
- Corrective measures for workplace violence hazards will be specific to a given work area.
  - Effectively communicating Adjoin's anti-violence policy to all employees, supervisors, and managers
  - Improving how well Adjoin's management and employees communicate with each other
  - Increasing awareness by employees, supervisors, and managers of the warning-signs of potential workplace violence
  - Controlling access to, and freedom of movement within, the workplace by non-employees, including recently discharged employees or person with whom one of our employees is having a dispute
  - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage, or the signs of strain or pressure in the workplace are handled effectively by management
  - Ensure that employee disciplinary and discharge procedures address the potential for workplace violence. Disciplinary conversations will be held with the employee in person or via phone. In-person disciplinary conversations or involuntary terminations will have two managers in the room in the event an incident occurs.
  - Providing the employee training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of Adjoin. Training may be held virtually through Relias or another third-party vendor and/or in person by a qualified Adjoin employee or third-party vendor.
  - Post emergency telephone numbers for law enforcement, fire, and medical services.
  - Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, 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.

- Ensure 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.
  - Improve how well our establishment's management and employees communicate with each other.
  - Procedures for reporting suspicious persons, activities, and packages.
  - Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes.
  - Weapons of any kind are prohibited from all Adjoin workplaces. Only bona fide law enforcement officers can enter Adjoin workplaces carrying weapons used in the performance of their duties. The possession by an employee of unauthorized weapons of any kind at an Adjoin workplace or at any function of the organization is cause for disciplinary action up to and including termination.

Adjoin offices are located in areas that are felt to be safe, but violence can happen anywhere. Staff working in adjoin offices should understand the importance of workplace security. The safety of staff members is a top priority of Adjoin. The following are procedures to follow for your protections while working at an Adjoin office:

- If there is a situation within the office in which you feel that it could become violent, get out of the building and call “911”. If you cannot get out and the situation appears life threatening, seek protective cover. If possible, call for help.
- If a situation or a potential threat takes place outside the building, lock the exterior office door and call “911”. Do not put yourself in a position to be injured.
- If a staff member is working alone in an Adjoin office before or after normal working hours, the exterior office door is to be kept locked.
- If an staff member feels uncomfortable or unsafe working in an Adjoin office alone during business hours, keep the exterior door locked. Ask people to identify themselves before opening the door.

## **PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION**

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- 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.

- Review security footage of existing security cameras 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 cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used 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.
- Reviewing all previous incidents.

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.

## **TRAINING AND INSTRUCTION**

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. Training shall be provided to new employees and to other employees for whom training has not previously been provided and to all employees and supervisors for assignments for which specific workplace security hazards are unique to their job assignments.

Adjoin is not on a designated high-hazard industry list.

These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP 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.

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

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Adjoin 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 Adjoin has for interactive questions and answers with a person knowledgeable about the Adjoin plan.
- Notification of law enforcement authorities when a criminal act may have occurred
- Location and operation of alarm systems (if applicable)
- Pre-employment screening practices
- 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.
  - Awareness of situational indicators that lead to violent acts
  - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Managing with respect and consideration for employee well being
- Reviewing anti-violence policy and procedures
- Post-event trauma counseling for employees desiring such assistance.

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

## EMPLOYEE ACCESS TO THE WRITTEN WVPP

Adjoin ensures that the WVPP 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

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses electronic means to communicate with management or co-employees.

## RECORDKEEPING

Adjoin 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.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

## 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.

## **REVIEW AND REVISION OF THE WVPP**

The Adjoin WVPP 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 WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of Adjoin's WVPP should include, but is not limited to:
  - Review of incident investigations 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 changes to procedures, updates to contact information and additions to training materials.


## **EMPLOYER REPORTING RESPONSIBILITIES**

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), Adjoin 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.

I, Wendy Forkas, CEO of Adjoin, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan.

I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal.

Wendy Forkas, CEO



Signature

January 1, 2026

Date

## Adjoin 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 LC section 6401.9(d).

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) involved will be omitted from this log, such as:

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

**Date the incident occurred (Day, Month, Year):** \_\_\_\_\_

**Time (or approximate time) that the incident occurred:** \_\_\_\_\_ a.m./p.m.

Location(s) of Incident (Where the incident occurred)	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)

**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.

- 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

**Explain (Provide a detailed description of the incident and any additional information on**



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**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.

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- **Were there any injuries? Yes or No.**
- **Please explain (Indicate here if there were any injuries, if so, provide a description of the injuries)**

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- **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:**

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**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.**

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

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**This violent incident log was completed by:**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Job Title**

\_\_\_\_\_  
**Date of Completion**

\_\_\_\_\_  
**Date Log Completed**