



WORKPLACE VIOLENCE PREVENTION PROGRAM for Hampton Tedder Electric

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: 09-10-2025

Date of Last Revision(s): 09-10-2025

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 required by LC section 6401.9.

Plan - The workplace violence prevention plan 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, the Director of Safety, has the authority and responsibility for implementing the provisions of this plan for Hampton Tedder Electric. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Christine Tedder	President, Hampton Tedder Electric Co.	Overall responsibility for the plan; <i>Christine Tedder, President, is responsible for plan development, policy implementation, incident response, communication and awareness.</i>	909-628-1253	Chris.tedder@hamptontedder.com
Tom Ayers	Director of Safety	Responsible for employee involvement and training; <i>Tom Ayers, Director of Safety, is responsible for program development, risk assessments, policy implementation, training and education, and communication, awareness and continuous improvement.</i>	909-208-1824	Tom.Ayers@hamptontedder.com
Tom Ayers	Director of Safety	Responsible for emergency response, hazard identification, and coordination with other employers; <i>Tom Ayers conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	909-208-1824	Tom.Ayers@hamptontedder.com

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



EMPLOYEE ACTIVE INVOLVEMENT

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

1. **Workplace Violence Prevention Policy:** This policy outlines the company's commitment to providing a safe and secure work environment for all employees. It includes definitions of workplace violence, examples of prohibited behavior, reporting procedures, and consequences for violating the policy.
2. **Workplace Violence Prevention Program:** This program includes a comprehensive assessment of potential risks for workplace violence, such as working alone or handling cash transactions. It also outlines strategies for preventing workplace violence, including employee training, security measures, and emergency response procedures.
3. **Employee Training:** All employees are required to undergo training in workplace violence prevention, including how to recognize warning signs, de-escalate potential conflicts, and report incidents of violence or threats.
4. **Incident Reporting Procedures:** Employees are encouraged to report any incidents or threats of workplace violence to their supervisor or HR immediately. The company has established procedures for investigating and addressing reports of workplace violence, including providing support to employees who have been affected.
5. **Employee Involvement:** Management will work with employees and authorized employee representatives to identify, evaluate, and determine corrective measures to prevent workplace violence. This may include conducting surveys, focus groups, or safety committees to gather feedback and suggestions from employees on ways to improve workplace safety. Employees are encouraged to participate in designing and implementing training programs, and their suggestions will be incorporated into the training materials.
6. **Corrective Action:** If workplace violence occurs, management will take appropriate corrective measures to prevent future incidents. This may include disciplinary action against the perpetrator, implementing additional security measures, or providing additional training to employees.
 - 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.

To ensure that management's commitment to preventing workplace violence is clearly communicated and understood by all employees, the following strategies will be implemented:

1. **Employee Training:** Conduct regular training sessions for all employees on workplace violence prevention policies and procedures. This training should be mandatory for all employees, including new hires, and should cover topics such as recognizing warning signs, reporting procedures, and de-escalation techniques.
2. **Written Policies:** Provide employees with written copies of the workplace violence prevention policy and program. Make sure these documents are easily accessible to all employees, either through the company's intranet, employee handbook, or posted in common areas.
3. **Communication Channels:** Establish clear communication channels for employees to ask questions, raise concerns, and report incidents of workplace violence. This can include setting up a dedicated hotline, email address, or confidential reporting system.
4. **Management Support:** Ensure that management leads by example in promoting a safe and respectful work environment. Encourage managers to actively communicate the company's zero-tolerance policy towards workplace violence and to address any concerns raised by employees promptly and effectively.



5. Regular Updates: Keep employees informed of any changes or updates to the workplace violence prevention policies and procedures. This can be done through company-wide emails, team meetings, or bulletin board announcements.

6. Feedback Mechanisms: Encourage employees to provide feedback on the effectiveness of the workplace violence prevention program and policies. This can be done through surveys, focus groups, or safety committees.

By implementing these strategies, management can ensure that their commitment to preventing workplace violence is clearly communicated and understood by all employees. This proactive approach can help foster a culture of safety and respect in the workplace.

- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. 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

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

1. Regular Monitoring: Implement a system for monitoring employee compliance with workplace violence prevention rules and practices. This can include conducting regular audits, inspections, or observations to ensure that employees are following established security protocols.

2. Reporting Mechanisms: Encourage employees to report any violations of workplace violence prevention rules or practices. Provide multiple channels for reporting, such as a confidential hotline, email address, or anonymous reporting system.

3. Disciplinary Action: Clearly outline consequences for employees who violate workplace violence prevention rules or engage in threatening or violent behavior. Ensure that disciplinary action is taken consistently and fairly for all employees. Employees that fail to comply with the WVPP may receive disciplinary action, up to and including termination.

4. Training and Awareness: Provide ongoing training and awareness programs to remind employees of the importance of workplace security and the consequences of non-compliance. This can include refresher courses, toolbox talks, or safety meetings. The Director of Safety will ensure supervisors and non-supervisory employees are trained and on-going awareness and expectations will be communicated to all. Supervisors and managers will also be knowledgeable of the WVPP to ensure that the employees they supervise are taking the proper precautions for protection against any specific hazards they may incur at the workplace.

5. Employee Engagement: Involve employees in the development and review of workplace violence prevention policies and practices. Encourage open communication and feedback to address any concerns or gaps in the existing security measures.

6. Positive Reinforcement: Recognize and reward employees who demonstrate exemplary compliance with workplace violence prevention rules and practices. This can help reinforce positive behavior and encourage a culture of safety in the workplace.



By implementing these measures, management can create a system that ensures employees comply with rules and work practices designed to make the workplace more secure, while also preventing threats or physical actions that create security hazards for others. Consistent monitoring, reporting mechanisms, disciplinary action, training, employee engagement, and positive reinforcement are essential components of an effective workplace violence prevention program.

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:

1. **Incident Reporting Form:** Develop a standardized incident reporting form that is readily understandable by all employees. The form should include fields for documenting details of the incident, such as date, time, location, individuals involved, and a description of what occurred. It should also provide options for reporting anonymously if desired.
2. **Anonymous Reporting Option:** Include an option for employees to report workplace violence incidents anonymously on the form. This can help encourage employees to come forward with information without fear of retaliation.
3. **Clear Reporting Procedures:** Outline clear reporting procedures on the form, including who to submit the form to (e.g., HR, supervisor) and the expected timeline for follow-up and resolution of the reported incident.
4. **Acknowledgment of Receipt:** Ensure that all incident reports are acknowledged upon receipt, either through an automated email response or in-person acknowledgment. This helps demonstrate that the report has been received and is being taken seriously.
5. **Regular Updates:** Provide regular updates to employees on the status of reported incidents, results of the investigation, and any actions taken to address workplace violence issues. This can be done through company-wide communications, team meetings, or bulletin board postings.
6. **Training on Incident Reporting:** Conduct training sessions for employees on how to properly complete and submit incident reporting forms. This can help ensure that all employees understand the importance of reporting workplace violence incidents and how to do so effectively.

By implementing this communication system, management can facilitate a continuous flow of workplace violence prevention information between management and staff, creating a safe and productive workplace for all employees. Open communication and a transparent reporting process can help address workplace violence issues effectively and promote a culture of safety and respect in the workplace.

COORDINATION WITH OTHER EMPLOYERS

Hampton Tedder Electric 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.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Hampton Tedder Electric 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. If that’s not possible, employees will report incidents directly to the WVPP administrator, Director of Safety. The supervisor or manager receiving a report of workplace violence will complete the Violent Incident Report and provide it to the WVPP administrator.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively.

- Retaliation against anyone for opposing conduct prohibited by this policy or for filing a complaint with or otherwise participating in an investigation proceeding or hearing conducted by the Company is strictly prohibited by the Company and state regulations. It may subject the offending person to, among other things, disciplinary action, up to and including termination of employment.

EMERGENCY RESPONSE PROCEDURES

Hampton Tedder Electric 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: emails and phone calls.

- Hampton Tedder Electric will have evacuation or sheltering plans. The evacuation plans include locations of emergency exits.
- How to obtain help from staff, security personnel, or law enforcement. If there is immediate danger, call 911 for emergency.

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

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Director of Safety	Director of Safety	Responsible for emergency response, hazard identification, and coordination with other employers; Tom Ayers <i>conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	909-208-1824	Tom.Ayers@hamptontedder.com



WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Hampton Tedder Electric 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:

- Periodic review of all submitted and reported concerns.
- Workplace Violence Hazards suggestion box.
- Voicemail/email/text messages.

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.

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:

Specific Person Name/Job Title	Area/Department/Specific location
Tom Ayers, Director of Safety	All locations

Inspections for workplace violence hazards include assessing:

1. Physical Environment: Evaluate the physical layout of the workplace to identify potential hazards that could contribute to workplace violence. This includes assessing factors such as poor lighting, inadequate security measures, blind spots, and lack of surveillance cameras.



2. **Access Control:** Review access control measures in place to prevent unauthorized individuals from entering the workplace. This includes assessing the effectiveness of key card systems, visitor sign-in procedures, and employee identification badges.
3. **Work Practices:** Evaluate work practices that could increase the risk of workplace violence, such as handling cash transactions, working alone or in isolated areas, and dealing with volatile customers or clients.
4. **Security Measures:** Assess the effectiveness of security measures in place to prevent workplace violence, such as panic buttons, alarms, security guards, and emergency response protocols.
5. **Communication Systems:** Review communication systems used to alert employees of potential threats or incidents of workplace violence. This includes assessing the clarity and effectiveness of communication channels, such as intercom systems, emergency notification systems, and mobile devices.
6. **Training and Awareness:** Evaluate the level of training and awareness among employees regarding workplace violence prevention. This includes assessing employee knowledge of warning signs, de-escalation techniques, and reporting procedures.
7. **Incident Reporting Procedures:** Review the procedures in place for reporting incidents of workplace violence. Assess the ease of reporting, confidentiality of reports, and the responsiveness of management in addressing reported incidents.
8. **Employee Feedback:** Seek feedback from employees on their perceptions of workplace violence hazards and their suggestions for improving safety and security measures. This can be done through surveys, focus groups, or safety committees.

By conducting thorough inspections of these areas, employers can identify workplace violence hazards and take proactive measures to prevent incidents of violence in the workplace. Regular inspections and assessments should be conducted to ensure that safety measures are effective and up to date.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. Hampton Tedder Electric will implement the following effective procedures to correct workplace violence hazards that are identified:

1. **Immediate Removal of Exposed Employees:** All employees who are exposed to the hazardous condition should be immediately removed from the situation to ensure their safety. This may involve relocating employees to a safe area or evacuating the premises if necessary. The Director of Safety or their designee will make sure to follow safety protocols prior to correcting the existing exposure.
2. **Identification of Necessary Employees:** Identify only those employees who are necessary to correct the existing hazardous condition. These employees should have the expertise and training to address the situation effectively.
3. **Provision of Necessary Protection:** Provide necessary protection to employees who are required to correct the hazardous condition. This may include personal protective equipment (PPE), safety gear, or other measures to ensure their safety while addressing the situation.
4. **Communication and Coordination:** Maintain open communication and coordination between management, employees, and any emergency response personnel involved in addressing the workplace violence hazard. Ensure that everyone is aware of their roles and responsibilities in mitigating the risk.



5. Follow-up Actions: After the immediate hazard has been addressed, conduct a thorough investigation to determine the root cause of the workplace violence hazard and implement corrective measures to prevent similar incidents in the future.

6. Support for Employees: Provide support and resources to employees who were exposed to the workplace violence hazard, including counseling services, medical assistance, or any other necessary support to address any physical or emotional impacts.

By following these steps, employers can effectively manage workplace violence hazards while ensuring the safety and well-being of their employees. It is essential to prioritize employee safety and take immediate action to address any hazards that pose a risk to employees in the workplace.

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 ensuring 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.
- The Violent Incident Investigation Form will be used to conduct incident analysis and document the post-incident response.

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. 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.



Hampton Tedder Electric 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 Hampton Tedder Electric 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 Hampton Tedder Electric has for interactive questions and answers with a person knowledgeable about the WVPP plan.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Hampton Tedder Electric 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.

RECORDKEEPING

Hampton Tedder Electric 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.

SOUTHERN CALIFORNIA EDISON WORKPLACE VIOLENCE PREVENTION PLAN

Hampton Tedder will abide by the July 1, 2024 (version 1), SCE WVPP when working on SCE property or with SCE employees.

REVIEW AND REVISION OF THE WVPP

The Hampton Tedder Electric 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 Hampton Tedder Electric'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](#), Hampton Tedder Electric 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, Christine Tedder, President of Hampton Tedder Electric Co., 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 believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.

Christine Tedder, President

A handwritten signature in blue ink, appearing to read "Christine Tedder", is written above a horizontal line.