



Violence in the workplace Policy

Tire Rack is committed providing a safe workplace for all employees. Tire Rack prohibits the unlawful possession of guns, firearms, knives, archery-type devices, stun guns, objects capable of firing a projectile, or martial art devices on Tire Rack property, within any guidelines of state and local laws.

Prohibited Conduct

Tire Rack **will not** tolerate any type of workplace violence, implied threats, harassment, and any conduct that could reasonably be interpreted as a threat or harassment, aggressive or violent behavior by employees or visitors. Threats can take many forms, including showing weapons, telephone calls, physical altercations, letters, emails, vandalism, following/stalking, face-to-face conversations, and assaults/batteries.

It is Tire Rack's policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, the company will not tolerate violence or threats of violence of any form in the workplace, at work-related functions or outside of work if it affects the workplace. The policy applies to company employees, clients, customers, guests, vendors and persons doing business with Tire Rack.

Examples of prohibited conduct include but are not limited to the following:

- Physical assaults or threats of physical assaults, whether made in person or by other means (e.g. in writing or by phone, fax or email).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of another individual.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.
- Any other conduct or acts that management believes represents an imminent or potential danger to safety or security.

Reporting Procedures

Anyone with questions or complaints about behaviors that fall under this policy may discuss them with a supervisor or a Human Resource representative. Tire Rack will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary actions, up to and including immediate termination. When such actions involve non-employees, Tire Rack will take appropriate action for the circumstances. When appropriate, Tire Rack will also take legal actions available and necessary to stop the conduct and protect the company, our employees and property.

Risk Reduction Measures

The HR department takes reasonable measures to conduct background investigations to review candidates' backgrounds and to reduce the risk of hiring individuals with a history of violent behavior.