

WORKPLACE VIOLENCE POLICY – Section Number: 8.7

POLICY STATEMENT

All associates, customers, vendors and visitors of our Company will be treated with courtesy and respect during any work-related activity, regardless of location. The Company is committed to maintaining a workplace free from violence or threats of violence while on Company premises or engaged in the Company's business. Violent acts or threats of violence by associates, customers, vendors or visitors while on our premises or while engaged in Company business are prohibited and will not be tolerated by the Company.

PURPOSE

While not all-inclusive, this policy outlines the types of prohibited behaviors that will not be tolerated while on Company premises or engaged in the Company's business, outlines enforcement strategies for those who engage in prohibited behaviors and provides options for reporting such behaviors.

SCOPE

This policy applies to all associates, customers, vendors and visitors.

POLICY

In an effort to maintain the safety and security of our associates, visitors, and those with whom we do business, associates, customers, vendors and visitors are prohibited from the following list of behaviors:

This list of behaviors, while not all-inclusive, provides examples of prohibited conduct:

- a. Causing physical injury to another person.
- b. Possession of a weapon while in Company facilities regardless of any state permit to carry a weapon (See Security & Loss Prevention Policy, 8.5 [for additional information.](#))
- c. Fighting, hitting, biting, kicking, pushing or shoving another person or horseplay that may cause danger to others,
- d. Threatening, intimidating, bullying, or abusing another person physically, verbally, or via electronic means.
- e. Creating a reasonable fear of injury to another person through aggressive or hostile behavior.
- f. Intentionally damaging Company property or property of another on workplace premises.
- g. Committing acts motivated by or related to domestic violence on Company premises.
- h. Creating a hostile and intimidating work environment.
- i. Harassing an individual related to Company business by stalking or behavior such as excessive visits, phone calls, , , emails, letters, or gifts.
- j. Lewd behavior or obscene comments, phone calls, faxes, emails, letters, gifts, or graffiti.
- k. Accessing or attempting to access personal or confidential information to further threatening or harassing behavior.

Engaging in the above-listed, prohibited conduct or any other conduct the Company deems sufficiently offensive or egregious will subject the associate to disciplinary action as outlined in this policy under Section 2, *Enforcement*.

Some conduct, although not prohibited, may indicate impending danger to the safety of an associate and/or the workplace; for example, talk of suicide or being the target of hostile conduct. Associates who have information concerning the safety of an associate or the workplace should report this information to Human Resources.

1. Enforcement:
 - a. Any Company associate determined to have committed acts prohibited under this policy may be subject to disciplinary action up to and including termination. Non-associates engaged in violent or threatening acts covered under this policy will be reported to the proper authorities. In either case, if applicable, the Company will support criminal prosecution.
 - b. The Company reserves the right to remove any person from its premises if that person's behavior is perceived to threaten the safety of its associates or others, and any person removed from the premises shall be kept off the premises pending the outcome of the Company's investigation.
 - c. Boise Cascade may require an associate to participate in the Company's Employee Assistance Program (EAP) as a condition of continued employment and may request a "fitness for duty" certification from a healthcare professional before allowing the associate to return to work. Participation in the EAP, whether voluntary or required by the Company, shall in no way alter the "at will" employment status of the associate.

2. Reporting Concerns:
 - a. Every associate has an obligation to report conduct in the workplace that is reasonably believed to be suspicious or dangerous, regardless of the alleged offender's identity or position. Reports can be made to any supervisor, manager, human resource representative or Legal Department. Reports can also be made by contacting the Company's **CARE line** by calling **1-800-367-4611** or going online to **BCcareline.com**. The CARE line is our company's ethics and compliance reporting service that allows anyone (associates, customers, vendors, agents, suppliers, and members of the general public) to report concerns or ask questions. It is operated by an independent third-party contractor to ensure confidentiality, and it is a risk-free way for Individuals to report unethical or illegal activity.
 - b. In addition, the Company requires that any supervisor or manager identifying a troubling situation consult with a human resource representative for guidance.
 - c. In the case of all conduct covered under this policy, the human resource representative will ensure that the conduct is reported to the Security and Loss Prevention Manager.

3. Restraining Orders:
 - a. All individuals working on Boise Cascade premises who apply for or obtain a temporary or permanent protective order or restraining order that would encompass Boise Cascade's premises must, in a timely manner, inform Human Resources and/or the location. Copies of any petition or declaration seeking such orders, proof of service, and a signed court order shall be provided to one of these Company representatives.

ROLES & RESPONSIBILITIES

Associates are responsible for reporting to Human Resources or the **CARE line** any conduct that they reasonably believe is dangerous or suspicious behavior. The Compliance Department and Human Resources is responsible for reviewing complaints, investigating and consulting with management, Corporate Security, and the Legal Department to determine appropriate outcomes.

The Security & Loss Prevention Manager will partner with Legal, HR and management to determine appropriate interactions with law enforcement agencies.

RELATED DOCUMENTS

Security & Prevention Policy 8.5
Internal Investigations 9.1