

## Workplace Policy

### Where Do I Start?

- Establish Company Position
- Developing Guidelines
- Training Employees
- Approaching Victims of Violence
- DV Checklist: Threat Assessment
- Implementing Safety Procedures
- Generating Awareness
- The Role of the Union
- DV Policy Links
- Generic DV Policy Sample
- Altria Group, Inc. Policy
- Liz Claiborne DV Policy
- Mintz Levin DV Policy

## Policy on Workplace Violence

Liz Claiborne Inc. - Associate Handbook  
November 14, 2002

### PURPOSE

The safety and security of our associates is of paramount importance to us. The purpose of this policy is to promote a safe environment for our associates that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

### DEFINITIONS

**Workplace Violence** is defined as the possession of weapons, threats, threatening behavior, or acts of violence against associates, customers, visitors, guests, or other individuals by anyone on Liz Claiborne Inc. property, using company resources or while representing the company.

### OUR POLICY

#### A. Violence at or Away From Liz Claiborne Inc. Property

Liz Claiborne Inc. will not tolerate acts of violence as defined above. Violations of this policy will lead to disciplinary action, which may include but is not limited to, dismissal, arrest, and/or prosecution. We reserve the right to respond to any actual or perceived acts of violence in a manner we see fit according to the particular facts and circumstances.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Liz Claiborne Inc. property will be removed from the premises as quickly as safety permits, and will not be allowed back on the premises pending the outcome of an investigation. If associates engage in violence off Liz Claiborne Inc. property but in connection to their employment, they will also not be allowed back on Liz Claiborne Inc. property pending the outcome of an investigation. Exceptions to reentrance may be made in the sole discretion of Liz Claiborne Inc. to further the investigation or for other reasons deemed necessary.

#### B. Responsibility of Associates

All associates are responsible for notifying Corporate Security of any threats/acts of violence at the workplace or affecting the workplace, which they have witnessed, received, or heard about from another person. Even without an actual threat/act, associates should report any behavior at the workplace or affecting the workplace, which they regard as violent or as a safety concern. Associates are responsible for making this report regardless of the relationship between the initiator and the recipient of the violence.

Any associate who obtains a temporary or permanent order of protection from a court, which lists Liz Claiborne Inc. locations as protected areas, must provide Corporate Security with a copy of the petition and court order. In addition, the associate must provide Corporate Security with the following information on the abuser: a photograph picture or physical description, description of automobile and license plate number, and any other relevant information Corporate Security needs for the security of the workplace.

To reach Corporate Security from any location, call:

<b>Corporate Security Confidential Hotline</b>	<b>1-800-753-3030</b>
<b>In New Jersey</b>	<b>1-201-295-6160</b>
<b>In New York City</b>	<b>1-212-626-3214</b>
<b>After Business Hours</b>	<b>1-201-295-6666</b>

If Corporate Security is not available, associates should report the threat to their supervisor or another member of the management team at your first opportunity.

#### C. Emergency or Immediate Danger

If an associate is in an emergency situation or in danger of bodily harm while on Liz Claiborne Inc. property, immediately call the police at 911 and then Corporate Security as soon as possible. If an associate is off Liz Claiborne Inc. property, immediately call the police at 911.

#### D. Law Enforcement and Legislation

Liz Claiborne Inc. will cooperate to the fullest extent legally possible with law enforcement and other appropriate government agencies. In addition, this policy should not be interpreted to violate or contradict any local, state or federal law that is applicable to Liz Claiborne Inc.

[Return to the Liz Claiborne Inc. Domestic Violence Policy](#)

This Web site is provided as an informational resource only and is not intended to be legal or professional advice. If you have questions about the application of issues raised to your particular situation, seek the advice of a competent attorney or other professional.