



Title Workplace Violence Prevention	
Revision 1	Document ID HR-POLICY-7.05.06.05
Release Date 7/14/2021	Page 1 of 4

Applies To	AEROJET ROCKETDYNE HOLDINGS and SUBSIDIARIES
Content Expert	Johnson, Keri
Nature of Change	Minor/Reviewed. Revision number and release date change only.

PURPOSE AND SCOPE	<p>Aerojet Rocketdyne Holdings, Inc. and its subsidiaries (collectively the “Company”) are committed to providing a workplace that is safe, secure, and free of threats, intimidation, and violence for employees. The safety and well-being of our employees is the Company’s foremost concern. It is every employee’s duty to maintain a workplace free of violence. Therefore, the purpose of this policy is to prevent workplace violence by providing the Company’s employees guidance in order to maintain an environment free from threats or acts of violence.</p> <p>This policy applies to all persons involved in the Company’s operations, including, but not limited to, the Company’s employees, contract, and temporary workers, visitors, and anyone else on the Company’s premises. Violent behavior or threats of any kind are strictly prohibited at the Company and employees involved in such acts may be subject to disciplinary action, up to and including termination or criminal prosecution.</p>
REQUIREMENTS ORIGIN	Company Mandate

Background

The Company seeks to provide a safe and productive work environment for all employees. The safety and security of employees is of paramount interest to the Company. This policy establishes and describes the Company's prohibition of workplace threats and violence. The Company recognizes that outside influences sometimes make this effort an even greater challenge.

Examples of prohibited Behavior

Examples of behavior which may be considered acts of workplace violence include, but are not limited to:

1. Assault of any form such as hitting, pushing, or shoving an individual, or any conduct that results in physical injury to another to another person.
2. Verbal conduct such as making threatening remarks and/or threatening an individual or his/her family, friends, associates or property with harm or damage, including direct and indirect threats.
3. The intentional destruction or threat of destruction of Company, Government, or employee property.
4. Harassing/threatening phone calls and/or written communications.
5. Surveillance or stalking.



Title Workplace Violence Prevention	
Revision 1	Document ID HR-POLICY-7.05.06.05
Release Date 7/14/2021	Page 2 of 4

6. Intimidation or bullying.
7. Blatant or intentional disregard for the safety or well-being of oneself or others.
8. Loud, disruptive, angry, aggressive, or hostile behavior that is clearly not part of the typical work environment or creates a reasonable fear of injury to another person or subjects another to emotional distress.
9. Unauthorized possession of firearms or weapons of any type while on Company property or on Company business.
10. Commission of a violent misdemeanor or felony on Company property or while engaged in company duties off of Company property.

Employee Responsibility for Mitigating Future Violence

1. Employees who have reasons to believe they, or others, may be victimized by a violent act at the workplace or as a direct result of their employment with the Company shall inform either their human resources or security representative so appropriate action may be taken. If an emergency situation exists, 911 should be immediately notified.
2. Employees who have signed and filed a temporary or permanent restraining order against any individual should inform their human resources or security representative to determine any appropriate steps to help mitigate violence from occurring at the workplace. If the restraining order is against a Company employee or anyone who works on the Company's facility (i.e., temporary employee, contractor, vendor), the employee who has signed and filed it must inform their human resources or security representative to determine any appropriate steps to take.

Domestic Violence

While often originating in the home, domestic violence can significantly impact workplace safety and the productivity of victims as well as co-workers. Acts of domestic violence that occur in the workplace, or while otherwise engaged in company duties, are considered workplace violence and are subject to this directive. Potential acts of domestic violence include, but are not limited to, the examples provided above.

The Company recognizes that domestic violence may occur in relationships regardless of the marital status, age, race, or sexual orientation of the parties and that state laws may differ on definition.

Employees and co-workers should feel comfortable in reporting acts or suspected instances of domestic violence to a Designated Management Representative. Aerojet Rocketdyne Directive [HR-D-7.05.03.12](#) addresses the subject of domestic violence and provides time-off for employees dealing with domestic violence issues.

Employee Responsibility for Reporting

1. While the Company does not expect employees to be skilled at identifying potential workplace violence hazards, employees are expected to exercise good judgment and to inform a representative of the Human Resource department or Security if any employee exhibits behavior (such as listed above) which could be a sign of a potentially dangerous situation.
2. All Company employees must immediately notify a Designated Management Representative (defined below) if the employee has witnessed, received, or otherwise learns (including being told by someone else) of any threats to the safety of persons or property. In emergency situations, employees should call the site/facility emergency number or 911.



Title Workplace Violence Prevention	
Revision 1	Document ID HR-POLICY-7.05.06.05
Release Date 7/14/2021	Page 3 of 4

3. Even without a direct threat, employees shall alert Security or Human Resources to any behavior which reasonably causes the employee to be concerned that any employee or persons on the Company's property or premises may be harmed. Employees are responsible for making this report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior

Company Response

1. The Company shall promptly and thoroughly investigate all reports of potential workplace violence and conduct that may violate this policy. When prudent and apparent, the Company may put interim measures in place pending the outcome of the investigation; including removing persons from the workplace whose conduct is the subject of the investigation.
2. Should a threat management action or investigation substantiate that a violation of this directive has occurred, the Company shall take further action as is appropriate under the circumstances. This response may include, but is not limited to, suspension and/or termination of employment or any business relationship, reassignment of job duties, and/or seeking arrest and prosecution of the person or persons involved.

Confidentiality of Information

Confidentiality of information from employees shall be maintained to the greatest extent possible, and shall only be shared on a need to know basis. For matters covered under this directive, Managers, Supervisors, or other individuals who receive confidential information, must not engage in unnecessary conversations or divulge confidential information to anyone unless authority is given by the investigative team and a need to know exists.

Retaliation Prohibited

The Company prohibits retaliation against any person who makes a good faith report or who experiences conduct that violates this policy.

RESOURCES

Definitions

Court Order: An order by a court that specifies and/or restricts the behavior of an individual. Court orders may be issued in matters involving domestic violence, stalking, or harassment, among other types of protective orders, including Temporary and Permanent Restraining Orders.

Designated Management Representative: For the purposes of this policy, a Designated Management Representative is the designated local authority for human resources, security, legal, or other Management employees with whom the reporter feels comfortable making a report.

Intimidation: To make fearful; to compel or deter by threats.

Retaliation: Causing or doing something harmful or unpleasant to someone after that person has done harm to you, whether real or imagined. To "pay back."

Threat Management: Managing potential threats in a manner that will provide the basis for situational planning and implementation of preventive measures.



Title Workplace Violence Prevention	
Revision 1	Document ID HR-POLICY-7.05.06.05
Release Date 7/14/2021	Page 4 of 4

Acronyms	Acronym	Definition
	None	

References	Identification	Title
	HR-D-7.05.03.12	Other Time Off

Training	Identification	Title/Description
Mandatory	HR1018	Workplace Violence Prevention for Employees

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