

WORKPLACE VIOLENCE POLICY

Office Space Solutions (OSS) recognizes that violence in the workplace is a growing, nationwide problem necessitating a firm, considered response by employers. The costs of workplace violence are great, both in human and financial terms. Therefore, OSS has adopted this policy regarding workplace violence.

The safety and security of OSS employees, clients and vendors are of vital importance. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect OSS, OSS employees, OSS Clients or vendors on OSS property, or between/among OSS employees outside of OSS property but while working, will not be tolerated.

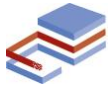
This prohibition against threats and acts of violence applies to all persons involved in the operation of OSS including, but not limited to, OSS personnel, contract and temporary workers and anyone else on OSS property or working for OSS on Client or Vendor Properties. Violations of this policy, by any individual, will lead to corrective and/or legal action as appropriate.

The Company will not tolerate, in any manner, any threats, acts, or intent to commit a violent act that jeopardizes, or appears to jeopardize, the safety of employees, customers, visiting guest(s), and/or its physical assets.

Any employee, customer, business associate or visiting guest who makes threats, exhibits threatening behavior, or engages in violent acts on property held by the Company, is subject to immediate removal from the premises. This response may include, but is not limited to, disciplinary action up to and including termination of employment, terminating business relationships or contracts, and seeking the arrest and prosecution of the person(s) involved.

Should an investigation substantiate that violations of this policy have occurred; the Company will initiate a decisive and appropriate response. This response may include, but is not limited to, reassignment of job duties, formal disciplinary actions, suspension, termination of business relationships or vendor's contracts and seeking arrest and prosecution of the person(s) involved.

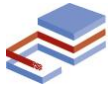
Employees are responsible for reporting threats or threatening behavior to management. Employees are also required to cooperate fully with any investigation of workplace violence being conducted by the Company.



Definitions

Workplace violence is any intentional conduct which is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or several OSS employees. Examples of workplace violence include, but are not limited to the following:

- ❖ Threats or acts of violence occurring on OSS premises, regardless of the relationship between the Company and the parties involved in the incident.
- ❖ Threats or acts of violence occurring off OSS premises involving someone who is acting in the capacity of a representative of OSS.
- ❖ Threats or acts of violence occurring off OSS premises involving an employee of the Company if the threats or acts affect the business interests of OSS.
- ❖ Threats or acts of violence occurring off OSS premises of which an employee of OSS is a victim if OSS determines that the incident may lead to an incident of violence on OSS premises.
- ❖ Threats or acts resulting in the conviction of an employee or agent of OSS, or of individual performing services for OSS on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate business interests of OSS.
- ❖ Specific examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to the following:
 - ❖ Threatening physical or aggressive contact directed toward another individual.
 - ❖ Threatening an individual or his or her family, friends, associates or property with physical harm.
 - ❖ The intentional destruction or threat of destruction of company property or another's property.
 - ❖ Harassing or threatening phone calls or emails.



- ❖ Surveillance.
- ❖ Stalking.
- ❖ Veiled threats of physical harm or like intimidation.

Workplace violence does not refer to occasional comments of a socially acceptable nature. Such comments may include references to legitimate sporting activities, popular entertainment or current events. Rather, it refers to behavior that is personally offensive, threatening or intimidating.

Enforcement

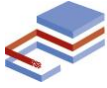
Any person who engages in a threat or violent action on OSS property, Jobsite or any location while working for OSS may be removed from the premises as quickly as safety permits and may be required, at OSS's discretion, to remain off OSS premises pending the outcome of an investigation into the incident.

When threats are made or acts of violence are committed by an OSS employee, a judgment will be made by OSS as to what actions are appropriate, including possible medical evaluation and/or possible corrective action.

Once a threat has been substantiated, it is OSS's policy to put the threat-maker on notice that he or she will be held accountable for his or her actions and then follow through with the implementation of a decisive and appropriate response.

Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing. No existing OSS policy or procedure should be interpreted in a manner that prevents the above from occurring.

Important Note: OSS will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by OSS. In making this determination, OSS may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall adhere the at-will nature of employment at OSS.



OFFICE SPACE SOLUTIONS WORKPLACE VIOLENCE POLICY CERTIFICATION

I acknowledge that I have received the OFFICE SPACE SOLUTIONS Workplace Violence Policy. I certify that I have read and understand the OFFICE SPACE SOLUTIONS Workplace Violence Policy.

Date: _____ Signature: _____

Print Name: _____