



WORKPLACE SAFETY POLICY REVISED 4-4-22

WORKPLACE SAFETY AND HEALTH

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events, and medical crises.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client or company property at risk can lead to employee disciplinary action and/or termination.

DCP will periodically conduct risk assessments and job hazard analyses to uncover health risks to employees and we will establish preventative measures to address risks accordingly. We expect you to take safety seriously. Always use protective equipment and follow standards whenever necessary. If you deliberately disregard our guidelines, we may terminate you for your own and others' safety.

At a minimum, DCP will:

- Hold employee training sessions on safety standards and procedures.
- Make sure employees who work with dangerous materials receive needed protective gear like gloves and goggles.
- Inspect and maintain functional smoke alarms.
- Inspect and maintain fire extinguishers that are easily accessible.
- Post fire, severe weather, and medical emergency plans with clearly marked safety exits.

HARASSMENT AND VIOLENCE

DCP will not tolerate harassment of, or violence against, its employees, students, guests, or others involved in any way with DCP, whether committed by a fellow employee, a member of management, or a visitor to our workplace, such as a vendor, supplier, or customer. All employees are responsible for ensuring that the workplace is free from harassment and violence, especially when such conduct is based upon gender (including same-sex harassment), race, color, religion, gender, national origin, age, disability, or any other unlawful basis. This policy also applies to work-related settings outside of the workplace, such as during business trips, business meetings and business-related social events. All employees, including managers and supervisors, will be subject to corrective action, up to and including discharge from employment, for any act of harassment or violence they commit.

It is also unacceptable to shun or exclude an individual from participation in work or work-related social events in order to avoid allegations of harassment. No employee who brings a good faith report of harassment or violence to the attention of DCP management will suffer retaliation or other adverse employment action as a consequence. Any employee, including managers and supervisors, retaliating against a co-worker who reported a violation of this policy, in good faith, will be subject to corrective action up to and including discharge from employment. It is important for employees to report incidents of harassment, because without your assistance, violations could go undetected and unremedied.

DRUGS AND ALCOHOL

DCP provides a safe and drug-free work environment for our clients and our employees. The Company explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Company or customer premises.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.

The company retains the right to require drug tests pre-employment, before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration. DCP may also require drug testing when there is a reasonable suspicion of drug use. Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession, or impairment.

The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

PRESCRIPTION DRUGS

If you feel that a prescription drug (e.g., an anxiety medication) unexpectedly affects your senses, thinking or movement, discuss a temporary accommodation with your supervisor. If your supervisor suspects substance abuse, you may face disciplinary action.

You may not use medical marijuana in our workplace. DCP has the right to terminate you if your off-duty use of medical marijuana makes you unable to complete your job duties correctly.

DCP expects employees to be fully alert and capable of performing their duties at all times. DCP may terminate you if we conclude your prescription drug use creates safety risks. If you need to use prescription drugs for a limited time and you think they may impair your abilities, use your PTO or sick leave.

If your job includes secondary tasks that are safety-sensitive and your prescribed drugs affect your ability to perform these tasks, DCP can make reasonable accommodations to ensure you and your colleagues' safety.

SMOKING AND FRAGRANCES

DCP is a smoke-free workplace. In order to provide an allergen-free environment for everyone on the premises, employees may not have the smell of tobacco smoke about their persons, including clothes, hair, and breath during work hours or while on company business. In general, employees should not use or consume any substance, the effects or traces of which could interfere with the employee's presentation of a clean and professional appearance to clients and the public in general. All employees are expected to abide by this policy in all respects while at work, whether on company premises, at a customer's site, or while in transit between work locations or assignments, as well as while the employee is off duty, if the employee is on company premises or in vehicles owned, leased, or rented by the company.

DCP expects that all offices and spaces used by the staff and their visitors remain free of scented products. Use of air fresheners, candles, and personal care products such as scented lotions, fragranced hair products and/or similar products are not to be used or worn in the facilities. Use of cleaning products other than those purchased by DCP are prohibited for cleaning personal workspaces.