

# POLICY ON A VIOLENCE-FREE WORKPLACE<sup>1</sup>

## **Revised Effective May 16, 2016**

Viskase Companies, Inc. (the "Company") is committed to fostering an environment that is safe and business-like for its employees and non-employees with whom the employee comes into contact in the course of employment (e.g., customers, service providers or contractors). Under no circumstances will the Company tolerate physical violence or threatening behavior in the workplace, on Company premises, or at Company-sponsored work-related events. As part of this policy, the Company seeks to prevent workplace violence before it begins, and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

### 1. <u>Examples of Violent or Threatening Behavior</u>

Examples of violent or threatening behavior may include, but are not limited to:

- Threats or insinuations of "getting even";
- Physical aggression, whether it is demonstrated or threatened;
- Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of Company property, or a demonstrated pattern of refusal to follow Company policies and procedures;
- Defacing Company property or causing physical damage to the facilities;
- Dangerous pranks or practical jokes;
- Horseplay;
- Fighting; or
- Assault.

### 2. Firearms and weapons

Possessing firearms and other weapons on Company premises, while on Company business or at Company-sponsored events, is dangerous and, to the extent permitted by law, is strictly prohibited. To the extent such restriction is not prohibited by law, no employee may bring a weapon to the workplace or to a Company-sponsored event.

For purposes of this policy, a "weapon" means any item which could be used for the purpose of inflicting bodily injury, which may include items that are legal to own.

Any employee who requires additional information about the application of this policy in his/her work location may contact Loretta Spiak, Director Human Resources, North America, 630-874-0752, Loretta.Spiak@viskase.com.

### 3. <u>Procedures for Reporting a Threat</u>

### Where to Call

All potentially dangerous situations, including threats by co-workers or any of the above-listed actions or behavior, must be reported immediately to your supervisor or the Human Resources Department

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or to any other member of management with whom you feel comfortable. All reports will be promptly investigated. Reports will be kept confidential to the extent maintaining confidentiality does not impede the Company's ability to investigate and respond to the reports. No employee will be subject to retaliation, intimidation or corrective action as a result of reporting a threat or other workplace violence in good faith under this policy.

### Personal Situations

Sometimes employees may experience personal situations that could adversely affect the workplace. Contact your supervisor or the Human Resources Department for any of the following situations:

- There have been incidents of violence or threats against an employee where there's a possibility that the other party will seek out the employee at work;
- An employee has obtained a restraining order naming his/her workplace as a restricted area;
- An employee is receiving threatening or harassing telephone calls or emails at work; or
- An employee is the target of unwanted pursuit by someone who has been seen at or near the workplace.

### 4. <u>Corrective Action and Discipline</u>

If the Company determines that workplace violence has occurred, the Company may take appropriate corrective action and may impose discipline on offending employees, up to and including termination of employment. The appropriate discipline may depend on the particular facts. If the violent behavior is that of a non-employee, the Company will take appropriate action in an attempt to ensure that such behavior is not repeated. In addition, the Company may request that the employee participate in counseling, either voluntarily or as a condition of continued employment.

<sup>&</sup>lt;sup>1</sup> This policy is applicable to all United States based employees and United States facilities of the Company. This policy is not intended to be contrary to the terms of any collective bargaining agreement applicable to employees of the Company, if the application to bargaining unit employees would constitute a violation of such collective bargaining agreement or an unfair labor practice under United States law.