

Applicable to all California Internal, Temporary & Healthcare Employees

I. Policy Statement & Scope

Hire Up Staffing & Healthcare Services ("Hire Up") is committed to maintaining a safe, healthy, and secure work environment for all internal staff, temporary employees, healthcare placements, and individuals with whom our employees interact.

Hire Up maintains a **zero-tolerance policy** for workplace violence, including physical assaults, threats, harassment, stalking, and intimidation. Any violent act or threat will be investigated immediately and addressed with appropriate action, up to and including termination of employment, client contract suspension, and criminal prosecution.

Dual-Employer Responsibility & Client Site Training

Hire Up acts as the employer of record; however, the host client acts as the supervising employer at designated worksites.

- **Host Client Responsibility:** The host client site provides site-specific workplace violence prevention training, emergency protocols, and physical security controls. Temporary employees must complete all required site-specific training upon placement.
- **Hire Up Responsibility:** Hire Up maintains independent oversight, hazard reporting pathways, escalation protocols, and post-incident support to safeguard placed personnel.

II. Program Administration & Responsibilities

1. Designated Responsible Persons

Overall responsibility for developing, implementing, and maintaining this WVPP rests with Corporate Leadership:

- **Rebecca Kirkman**, President
- **Carrie Bryson**, Vice President of Operations

Human Resources Contact Information:

- **Phone:** (559) 579-1332
- **Email:** hr@hireupss.com

2. Operational Responsibilities

- **Management & Supervisors:** Responsible for enforcing policy standards, communicating hazards, maintaining open communication, promptly escalating reports, and taking immediate action to safeguard staff.
- **Employees (Internal, Temporary, and Healthcare):** Responsible for understanding and complying with this program, completing required training, reporting all safety concerns or threats immediately, and cooperating with incident investigations.

III. Employee Involvement & Feedback

Hire Up actively involves employees in developing, implementing, and reviewing this program.

- **Feedback Channels:** Employees may submit hazard reports, safety recommendations, or program feedback at any time via email (hr@hireupss.com), phone (559) 579-1332, or direct conversation with supervisors.
- **Safety Meetings:** Management conducts annual safety meetings (or more frequently as needed) to discuss hazard evaluations, review recent trends, and brainstorm corrective actions.
- **Annual Reviews & Program Design:** Employees are invited to participate in the annual review of this WVPP and offer input on safety training materials.

IV. Coordination with Host Client Sites

1. Hazard Assessment & Site Coordination

Before or upon assignment, Hire Up coordinates with host clients to ensure temporary staff are informed of site-specific risks and emergency procedures. Hire Up reserves the right to request:

- Client-site hazard assessments and safety summaries.
- Site-specific emergency contact lists and evacuation plans.
- Relevant hazard warnings specific to the assigned role or facility unit.

2. Escalation & Protective Pathways

- **Incident Reporting:** Temporary employees must report threats or hazards immediately to the host client supervisor and secondary notice to Hire Up HR.
- **Escalation Protocol:** If a host-site supervisor fails to respond promptly, minimizes a threat, or fails to take corrective action, the employee must immediately escalate the concern directly to Hire Up HR. Upon receiving an escalated report, Hire Up will advocate, initiate a joint inquiry, and implement protective measures (e.g., temporary reassignment).
- **Emergency Employee Removal Protocol:** If a host client fails to maintain a safe work environment, refuses to investigate a threat, or if an ongoing hazard poses an active threat to physical or psychological safety, Hire Up will immediately pause the assignment and remove the employee. Employee pay and standing will be protected, and placements at that location will remain suspended until written safety assurances are provided by client leadership.

V. Hazard Identification, Evaluation, and Correction

1. Hazard Assessments & Inspections

- **Internal Workplaces:** Initial assessments and quarterly physical inspections are conducted for Hire Up corporate offices to evaluate access controls, lighting, and emergency exits.
- **Client Sites:** Employees are instructed to remain vigilant for hazards at assigned facilities and report concerns immediately.

2. Incident Categories (Four Types of Workplace Violence)

- **Type 1 (Criminal Intent):** Violence committed by a person with no legitimate business at the worksite (e.g., robbery, unauthorized entry).
- **Type 2 (Customer/Client/Patient):** Violence directed at employees by clients, patients, students, or visitors.
- **Type 3 (Worker-on-Worker):** Violence or harassment against an employee by a current or former co-worker, supervisor, or manager.
- **Type 4 (Personal Relationship):** Violence committed in the workplace by someone who has a personal relationship with an employee (e.g., domestic violence, stalking).

3. Hazard Mitigation Controls

Once identified, hazards are corrected in a timely manner using:

- **Engineering Controls:** Security cameras, badge/keycard access systems, improved lighting, physical barriers, and emergency alarm systems.
- **Administrative Controls:** Staffing adjustments, buddy systems, de-escalation training, escape route mapping, and clear client communication protocols.
- **Personal Protective Equipment (PPE):** Personal alarm devices or role-specific safety gear where applicable.

VI. Remote, Hybrid, and Virtual Workspace Safety

Workplace safety protections apply fully to internal employees working in remote, hybrid, or virtual office environments.

1. **Digital Threats & Cyber Harassment (Type 2 & 3):** Harassment, threats, stalking, or abusive behavior via email, phone, text, messaging platforms, or corporate social media is strictly prohibited. Staff must document communications (e.g., screenshots, call logs) and contact HR immediately.
2. **Domestic Violence Affecting Remote Workspaces (Type 4):** Threats or domestic violence spilling into remote work hours or digital channels are treated as workplace safety concerns. HR will work confidentially with employees to establish protective measures (e.g., modifying schedules, changing extensions, transitioning to an internal office, or providing EAP resources).
3. **Emergency Response:** Employees facing an immediate physical threat at a remote workspace must call 911 immediately and inform Hire Up HR once safe.

VII. Specialized De-escalation & Clinical Safety Protocols

Healthcare environments carry elevated exposure to Type 2 (Customer/Client/Patient) violence. Temporary healthcare personnel (nurses, allied health staff, clinical admin) must adhere to host-facility safety systems and specialized clinical protocols:

1. **Clinical De-escalation Principles:**
 - **Verbal De-escalation:** Maintain a calm, neutral tone, open body language, and a physical distance of at least two arm lengths. Avoid blocking patient exits or appearing aggressive.
 - **Early Warning Recognition:** Identify pre-incident indicators (pacing, clenched fists, raised voice, acute distress) and intervene early with verbal de-escalation.
 - **Setting Behavioral Boundaries:** Set firm, respectful limits regarding acceptable behavior without making personal threats.
2. **Facility Alarms & Restricted Units:** Personnel must familiarize themselves with site emergency codes (e.g., Code Gray/Code Silver) during orientation and observe restricted-access unit rules (e.g., Emergency, Behavioral Health, ICU).
3. **Immediate Withdrawal from Imminent Threats:** If a patient, visitor, or family member exhibits physical aggression or brandishes a weapon, clinical staff are authorized to disengage immediately, move to a safe room, and trigger facility security. Transfer patient care duties to facility security or supervisory staff as soon as safely possible.

VIII. Emergency Response & Incident Protocols

Response Matrix for Workplace Scenarios

The primary goal during any incident is to ensure immediate safety.

Scenario & Hazard Type	Immediate Response Protocol	Secondary / Follow-Up Response
Active Threat / Assault / Weapon Brandished <i>(Type 1, 2, 3, or 4)</i>	Call 911 immediately. Follow Run/Hide/Fight or site emergency action plan. Evacuate or seek shelter.	Notify Client Site Security/Manager and Hire Up HR once safe. Cooperate fully with law enforcement.
Serious Physical Injury or Death	Call 911 for medical/police response. Administer first aid if trained and safe to do so.	Notify Hire Up HR immediately. Hire Up will file mandatory Cal/OSHA reports.
Verbal Threat of Violence <i>(e.g., "I'm going to get you after work")</i>	Report immediately to Client Supervisor and Hire Up HR. Document details (who, what, when, witnesses).	HR and Client Management will conduct a threat assessment and involve law enforcement if necessary.
Stalking / Domestic Violence Threats <i>(Type 4)</i>	Report to Hire Up HR and Client Supervisor. Provide copies of Restraining Orders if applicable.	Implement workplace protections (call screening, security escorts, schedule adjustments).
Hostile / Abusive Behavior <i>(Non-Physical)</i>	Report to Client Supervisor and Hire Up HR. Record factual documentation.	Address through formal disciplinary action, counseling, or reassignment.
Suspicious Person / Unauthorized Intruder <i>(Type 1)</i>	Notify Client Security/Management immediately. Do not engage or confront the individual.	Follow site procedures for non-employee removal; report to Hire Up for tracking.
Pre-Incident Indicators <i>(Co-worker exhibiting extreme stress / paranoia)</i>	Report concerning behaviors confidentially to Hire Up HR or Client Supervisor.	Early intervention, confidential risk assessment, and EAP support referral.

IX. Reporting Procedures & Non-Retaliation

1. **How to Report:** Employees must report all threats, violent acts, or safety concerns to Hire Up HR at (559) 579-1332 or hr@hireupss.com.
 - Reports can be made verbally or in writing using the *Workplace Violent Incident Report Form*.
 - Reports may be submitted anonymously.
2. **Strict Non-Retaliation Policy:** Hire Up strictly prohibits any retaliation, discrimination, or adverse action against an employee for reporting a hazard, escalating an unresolved concern, participating in an investigation, or exercising safety rights. Any employee who engages in retaliation will face immediate termination.
3. **Investigation & Resolution:** HR will conduct a prompt, thorough, and confidential investigation. Corrective actions may include disciplinary action up to termination, security enhancements, assignment adjustments, or law enforcement referral.

X. Post-Incident Response & Support

1. General Post-Incident Care

Following a violent incident, Hire Up will:

- Ensure immediate physical safety and coordinate medical care or first aid.
- Document the incident in the *Workplace Violent Incident Log*.
- Review and revise safety controls to prevent recurrence.

2. Clinical Post-Incident Care & Trauma Support Pathway

Recognizing the psychological impact of clinical incidents, Hire Up provides:

- **Immediate Medical Assessment:** On-site triage or urgent care referral for physical injuries, followed by Workers' Compensation claims processing as needed.
- **Critical Incident Debriefing:** A structured, confidential debriefing held within 24 to 72 hours alongside client management to process the event.
- **No-Cost EAP & Trauma Counseling:** Expedited, direct access to licensed mental health professionals specializing in workplace trauma and Critical Incident Stress Debriefing (CISD) at no cost to the employee.
- **Duty Status Protection:** If an employee is unable to return to an assignment due to acute distress, Hire Up will coordinate temporary leave, shift reassignment, or alternate placement without penalty.

XI. Training and Communication

- **Access to Program:** This WVPP is available on hireupss.com and in hardcopy/electronic format from HR upon request.
- **Training Schedule:** Complete training is provided upon hire, annually, and whenever new hazards are identified or program revisions occur.
- **Training Content:** Interactive sessions covering hazard identification, de-escalation techniques, emergency procedures (evacuation/shelter-in-place), incident reporting pathways, and log access. Training materials are designed to be easily understood across all literacy levels.

XII. Recordkeeping & Annual Review

1. Maintained Records & Retention Periods

- **Workplace Violent Incident Log:** Detailed logs omitting personally identifiable information (PII) to protect privacy. Maintained securely in HR electronic network drives for a minimum of **5 years**.
- **Hazard Identification, Evaluation, and Correction Records:** Retained for a minimum of **5 years**.
- **Incident Investigation Records:** Retained for a minimum of **5 years**.
- **Training Records:** Including training dates, attendees, contents, and trainer qualifications. Retained for a minimum of **1 year**.

2. Employee Access to Records

Upon request, employees or their designated representatives will be granted access to examine and copy Hazard Correction Records, Training Records, and Incident Logs within **15 calendar days** at no cost.

3. Cal/OSHA Reporting Obligations

In compliance with 8 CCR § 342(a), Hire Up will immediately report any work-connected death or serious injury/illness (requiring inpatient hospitalization beyond observation, or involving amputation/disfigurement) to Cal/OSHA.

4. Annual Review

This program is reviewed and updated at least annually, or immediately following an incident or discovery of a new hazard.

XIII. Key Definitions

- **Emergency:** Unanticipated circumstances that pose a risk of life-threatening harm or significant injury.
- **Engineering Controls:** Physical barriers, devices, or structural designs that eliminate hazards or isolate employees from danger.
- **Serious Injury or Illness:** Any employment-related injury/illness requiring inpatient hospitalization (other than observation), or resulting in amputation, loss of an eye, or permanent disfigurement.
- **Threat of Violence:** Any verbal, written, or physical conduct/statement conveying an intent to cause physical harm or instill fear of harm that serves no legitimate purpose.
- **Workplace Violence:** Any act or threat of violence occurring in a place of employment.

XIV. Employer Certification

I hereby authorize and ensure the establishment, implementation, and maintenance of this written Workplace Violence Prevention Program.

Employer Certification

I, Rebecca Kirkman, President of Kirkman Beck, LLC dba Hire Up Staffing & Healthcare Services, and Carrie Bryson, Vice President, hereby authorize and ensure the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal.

Rebecca Kirkman President

Name Title

Rebecca Kirkman

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Signature

Aug 6, 2026

Date

Carrie Bryson

Vice President of Operations

Name Title

Carrie Bryson

box SIGN 4W29LZR8-1V3Q2K22

Signature

Aug 6, 2026

Date