

OPS-SC-0001

Workplace Violence Prevention Plan (WVPP)

Revision History				
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1 Purpose

The purpose of this procedure is to advise Ampirical Services employees understand the established policies and procedures that protect employees, contractors, and visitors from acts or threats of workplace violence.

2 Scope

This Workplace Violence Prevention Plan (WVPP) applies to all Ampirical employees, contractors, and temporary workers at every worksite, including offices, field locations, and any other areas where work-related activities occur.

3 Definitions

3.1 Threat of Violence

- Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

3.2 Workplace Violence

- Any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the worksite. This includes verbal or written threats, physical assaults, and any behavior that causes fear for personal safety.

3.3 Violent Incident Log

- A record of all reported workplace violence incidents, including date, time, location, individuals involved, and corrective actions taken.

3.4 Prevention Plan

- The Workplace Violence Prevention Plan (WVPP) outlines policies, procedures, and responsibilities for preventing and responding to workplace violence.

3.5 Psychological Trauma

- Type of damage to the mind that occurs as a result of a severely distressing event.

4 Workplace Violence Information

Workplace Violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

4.1 Workplace Violence Types

- Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

- Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.
- Type 4 violence - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

5 Responsibility

5.1 Director, Safety

- Ryan Gunther or Designee
- Phone: 985-789-1268
- Email: ryan.gunther@ampirical.com

6 Employee Compliance

Our system is designed to ensure that employees of Ampirical Services comply with the rules and work practices that are designed to make the workplace a more secure environment, and do not engage in threats or physical actions which creates a security hazard for others in the workplace, including at a minimum:

- Training employees, supervisors, and managers in the provisions of Ampirical Solution LLC. Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP will be accomplished through:
 - Annual training that will be established during the onboarding process of the employee
 - Establishment of the WVPP Program
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Employees are expected to comply with all provisions of the Workplace Violence Prevention Plan (WVPP). Failure to do so will result in disciplinary action in accordance with the company's Employee Handbook, Section 106.50 – Problem Resolution:
- “In cases involving serious violation, misconduct, or multiple violations of similar or varying nature, progressive disciplinary steps may be bypassed, and more severe disciplinary action may be taken immediately.”
 - Minor infractions may follow progressive discipline (verbal warning → written warning → suspension → termination).
 - Serious violations (e.g., threats, physical violence, refusal to follow safety protocols) may result in immediate severe action, including termination.

7 Communication With Employees

Ampirical Recognizes that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

7.1 Orientation

- All new employees will receive WVPP training during onboarding, including an overview of reporting procedures and available resources.

7.2 Email Notification

- Management will send periodic email updates regarding workplace violence prevention policies, changes to procedures, and reminders about reporting channels.

8 Coordination with Other Employers

Ampirical Services will implement effective procedures to coordinate the implementation with other employers to ensure that those employers and employees understand their respective roles.

8.1 Feedback Mechanism:

Employees will be given the ability to give their input via:

- Training Engagement
 - Employees will be encouraged to ask questions and share concerns during the WVPP training session.
- Surveys
 - Periodic surveys will be conducted to gather employee feedback on the effectiveness of the WVPP, identify potential hazards, and suggest improvements.

9 Workplace Violence Incident Report Procedure

Ampirical Services will implement the following effective procedures to ensure that:

9.1 Emergency Response Procedures

- Ampirical Services has in place the following specific procedures to handle actual or potential workplace violence emergencies:
- In the event of an emergency, including a workplace violence emergency contact 911 and the following:
 - Director, Safety
 - Ryan Gunther or Designee
 - Phone: 985-789-1268
 - Email: ryan.gunther@ampirical.com

9.2 Workplace Violence Hazard Identification and Evaluation

The Following policies and procedures are established and required to be conducted by Ampirical Services, LLC. to ensure that workplace violence hazards are identified and evaluated

- Periodic Inspection
 - Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic inspection shall be conducted on a quarterly basis.
 - Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:
 - Corbin Shields or Designee - San Ramon Office
 - Corbin Shields or Designee - San Ramon Office
 - Jose Lopez or Designee - San Diego Office
 - Inspections for workplace violence hazards include assessing:
 - Access Points and Security Controls: Evaluate entry doors, badge systems, visitor check-in procedures, and any unsecured areas
 - Work Environment Layout: Identify isolated workstations, poorly lit areas, and locations where employees may work alone or after hours.
 - Public Interaction Areas: Assess reception areas, meeting rooms, and any space where employees interact with clients, contractors, or visitors.
 - Cash Handling or High-Value Equipment Zones: Review areas where financial transactions or expensive equipment are handled, as these can increase risk.
 - Emergency Exits and Escape Routes: Ensure exits are accessible and clearly marked for quick evacuation during violent incidents.
 - Communication Systems: Verify availability and functionality of panic buttons, intercoms, and emergency alert systems.
 - Past Incident Data: Review the Violent Incident Log and any history of threats or aggressive behavior to identify patterns.
 - Inspection shall be conducted when the plan is first established, after each workplace violence incident and whenever the employer is made aware of a new or previously unrecognized hazards.
- Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner. [Name of employer] will implement the following effective procedures to correct workplace violence hazards that are identified:

 - If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees who need to correct the hazardous condition will be provided with the necessary protection. [Explain which workers this applies to, why they are necessary, and what protections will be provided]
 - All corrective actions taken will be documented and dated on the appropriate forms. [Include procedures for what forms to use and how to document the corrective actions taken].
 - Corrective measures for workplace violence hazards will be specific to a given work area.

9.3 Post Incident Response and Investigation Procedures

After a workplace incident, the WVPP administrator Mallory Josol or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risks associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: [See attached Violent Incident Log]
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
 - Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.

- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
- Information about the person completing the log, including their name, job title, and the date completed.
- Review all previous incidents.

Ensure that no personal identifying information is recorded or documented in the violent incident log. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

10 Training and Instruction

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. This session could involve presentation, discussion, and practical exercises. Training and instructions will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Ampirical Services, Inc, will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures [name of employer] has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities Ampirical Services has for interactive questions and answers with a person knowledgeable about the Ampirical Services plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.

11 Recordkeeping

Ampirical Services, LLC will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:

- Training dates.
- Contents or a summary of the training sessions.
- Names and qualifications of persons conducting the training.
- Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - ****The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.* ***

****All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.****

12 Employer Annual Review and Retention of WVPP

Ampirical Solution LLC, WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of Ampirical Solution LLC, WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

13 Employee Reporting Responsibilities

All employees are responsible for promptly reporting any act or threat of workplace violence, regardless of location. Reports should be made as soon as possible to ensure timely response and prevent harm.

- ***As required by *California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries*, **Ampirical Services LLC**, will immediately report to Cal/OSHA any serious injury or illness (as defined by *CCR, Title 8, Section 330(h)*), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.***

Employees must:

- Report any incident or threat of violence they experience, witness, or become aware of.
- Use one or more of the following reporting channels:
 - Direct Supervisor or Manager

- Human Resources Department
 - Anonymous Reporting System (hotline or web portal)
 - Designated Safety Contact (as posted in each office)
- Provide as much detail as possible, including:
 - Date, time, and location of the incident
 - Names of individuals involved
 - Description of the incident or threat
 - Any witnesses or supporting evidence
- Cooperate with investigations and follow instructions during emergency response procedures.

Retaliation for reporting in good faith is strictly prohibited.

14 Employer Reporting Responsibilities

***As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, [Name of employer] will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

Management representative formally approving these procedures and have them sign and date***

15 References

<https://www.dir.ca.gov/dosh/Workplace-Violence.html>
Senate Bill No. 553
Injury and Illness Prevention Program
WVPP MODEL