



## Villaire Organization

### RESTAURANT WORKPLACE VIOLENCE PREVENTION POLICY

#### About this Policy

**The Villaire Organization** independently owns and operates this McDonald's-brand restaurant ("Restaurant") and is your employer, not McDonald's Corporation or McDonald's USA. Here, at **The Villaire Organization**, we are committed to providing a workplace that is free from violence or any other behavior that jeopardizes the safety and well-being of our employees and guests.

#### Definition of Workplace Violence

Workplace violence includes any behavior that interferes with our ability to maintain a safe, productive, and pleasant environment for all restaurant employees, staff, and guests. Workplace violence is more than just fighting or threatening someone at work—it can be anything that makes an employee or guest feel uncomfortable or afraid, or it can be something that makes it difficult for employees to do their job well and enjoy being at work.

These are some examples of the kinds of behaviors that are not allowed:

- Hitting, punching, kicking, pushing, or inappropriately touching another employee or a guest
- Bullying or harassment directed at one employee by another employee, even if the behavior happens away from the restaurant during non-work hours
- Bringing a firearm or other dangerous weapon to work
- Sending another employee emails, text messages, or voicemail messages which contain threatening, offensive, sexually explicit, racially, or culturally insensitive, or other inappropriate content, symbols, or images, even if a personally owned electronic device is used to send the material
- Posting inappropriate materials on social media sites that offend other employees or embarrass McDonald's
- Any form of sexual harassment, including inappropriate comments or jokes, unwelcome touching, sexual advances, or sexual assault
- Bothering someone with an excessive number of unwanted visits or communications, or by following them outside of work
- Any belligerent speech or behavior, or excessive arguing or profanity
- Possessing, consuming, selling, or distributing alcohol or illegal drugs, including marijuana, in the workplace
- Intentionally damaging Company property or the property of another employee or guest
- Ignoring or disobeying company policies or health and safety regulations

In the interest of protecting the safety and security of our employees and guests, we reserve the right to address any behavior in addition to that described above, whenever the behavior is disruptive, concerning, or generates a reasonable concern for the well-being of Restaurant employees or guests.

## **Drugs and Alcohol**

Employees are not permitted to use or possess alcohol on Company property, except where alcohol is specifically permitted at a Company-sponsored event. Employees may not possess, consume, sell, or distribute illegal drugs, including marijuana, in the workplace, and employees are prohibited from working while under the influence of alcohol, illegal drugs, or any other substance that could prevent them from performing their job safely.

## **Weapons in the Workplace**

Employees are prohibited from possessing a firearm or other weapon on Company property, including parking areas, except in states that allow employees the right to store firearms on Company property in their private vehicles. Under these circumstances, employees must store any firearm out of plain site and keep their vehicles locked while on Company property. Weapons may not be handled or displayed on Company property, even in private vehicles.

## **When, Where, and To Whom This Policy Applies**

This policy applies to all Restaurant employees and staff, as well as vendors and contractor while engaged in business with the Restaurant.

We do not tolerate violence by or against anyone who works in this Restaurant nor by or against anyone who visits our Restaurant (for example, guests, customers, and vendors/suppliers).

This Policy applies (without limitation) in all the following situations:

- On Restaurant property
- Offsite with other employees, contractors, or vendors, including at Restaurant- sponsored events, activities, and training; on business trips; and at work-related meals and gatherings
- When using Restaurant communication systems, equipment, or resources
- Any conduct outside work hours, including text messaging and using social media on personal devices, where the conduct has an impact or foreseeable impact on the Restaurant, its employees or guests

## **For Guest or Customer Threats Specifically**

- Threatening, erratic, or aggressive behavior by guests/customers should be reported immediately to local police using 911
- If the risk of violence is imminent, employees should immediately act to protect themselves, move to a place of safety, and then call 911 to report the incident
- Employees should only attempt to help others or de-escalate the situation if they can do so without jeopardizing their own safety (access the U.S. Security resource on de-escalating aggressive behavior for more information)
- Do not engage or confront potentially violent guests/customers or follow them from inside store or office locations
- Failure of a customer to stop threatening or inappropriate behavior may result in the customer being removed from the premises and future access being restricted
- If your organization has any questions, please contact your Field Security Manager

## **Reporting**

It is everyone's responsibility to keep our workplace safe. If employees feel that their safety or the safety of others is endangered at any time, or if they witness or experience any incident in which a person is abused, threatened, or assaulted in circumstances relating to their work, they must immediately report such conduct. Reports can be made anonymously, and all reported incidents will be investigated impartially and as quickly as possible. If necessary, this Restaurant will take steps to protect the victim of any violent behavior or threatened violent behavior.

Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis.

Reports of violent behavior can be made to any of the following:

- The Restaurant's General Manager
- The Restaurant's Store Supervisor
- The Director of Operations
- The Owner/Operator

**A complete list of the management and administration of The Villaire Organization is located on the last page of this policy.**

## **Emergencies and immediate threats of harm must be reported to the Police or other emergency personnel without delay**

### **Enforcement**

Violations of this policy may lead, at The Villaire Organization's sole discretion, to disciplinary and/or other appropriate responsive action, up to and including termination of employment, even if it is the first offense. Further, we reserve the right to report abusive, threatening, or violent behavior to the proper legal authorities. This policy supplements all other Restaurant policies that require appropriate and respectful behavior.

### **Prohibition Against Retaliation**

All employees are required to cooperate fully and truthfully with any investigation of workplace violence or other misconduct. This Policy does not allow any type of retaliation against someone who makes a complaint in good faith, or participates in an investigation of a complaint, even if no violation is ultimately confirmed.

Retaliation means being punished or experiencing a negative employment action because you raised a concern or complaint of a potential Policy violation or participated in an investigation. Examples of retaliation include experiencing a reduction in pay, hours, or favorable work assignments. Anyone found to have retaliated against someone for raising concern under this policy will be subject to disciplinary action under our disciplinary procedures.

## **Violence Outside of Work**

Some employees may experience violence or the threat of violence by a current or former spouse, domestic partner, boyfriend/girlfriend, family member, or friend. We strongly encourage employees experiencing violence in their personal relationships to seek outside resources, including law enforcement (when appropriate), for assistance.

Some resources that you may find helpful are located at:

- [National Domestic Violence Hotline](#) at 1-800-799-7233 or TTY 1-800-787-3224, or by [online chat](#)
- [National Sexual Assault Hotline](#) at 1-800-656-4673, or by [online chat](#)

This Restaurant requires employees to immediately notify their General Manager of any situation that could reasonably present the risk of on-the-job violence or may impact the workplace, using any one of the reporting mechanisms discussed below. When appropriate, this Restaurant will implement a plan for at-risk employees to reduce the likelihood of a potential confrontation in the workplace.

Employees who apply for or obtain a temporary or permanent Protective Order or Restraining Order that includes the company premises must immediately notify their General Manager or Supervisor and provide their General Manager or Supervisor with copies of any petition or declaration seeking such orders, proof of service, and the signed court order.

We are committed to supporting victims of relationship violence by enforcing any restraining orders at the workplace and by providing referrals for benefits and resources for assistance.

## **FAQs on The Villaire Organization’s Workplace Violence Policy**

### **Why did The Villaire Organization develop this policy?**

We are a people-first Restaurant. We care about you and the experience you have working here. We have resources to assist you. We are all in this together, and we are stronger and better when we work together to keep this Restaurant a safe and violence-free work environment.

### **Who is covered by this policy?**

This policy applies to all Restaurant employees and staff.

### **What type of conduct does the policy prohibit?**

The Villaire Organization is committed to maintaining a work environment that is healthy, safe, productive, and inclusive for all—this policy prohibits employees and staff members from doing anything that makes a guest, or another employee feel unsafe or uncomfortable. This includes any type of violence, or even the threat of violence, as well as any type of inappropriate or disrespectful comment or communication. Sometimes, an employee or staff member can violate this policy even when they do something when they are away from the workplace or not working.

**Who should I contact if I have observed or experienced violent behavior?**

Reports of violent, disruptive, or other concerning behavior should be made immediately to any of the Management, Supervisors, or Administrators listed on the Resource located at the end of this policy. Reports can be made anonymously.

***Emergencies and immediate threats of harm must be reported to the police or other emergency personnel without delay.***

**What will happen if I raise a concern?**

All reported incidents will be investigated impartially and as quickly as possible. The Villaire Organization will treat all investigations, including the names of the people who report issues and those who cooperate during investigations, as confidential matters, but in some cases, certain disclosures may be necessary to fully investigate the complaint, to protect other workers, to take corrective action, or are required by law.

In appropriate circumstances, The Villaire Organization may inform the person who reported the issue of the results of the investigation, but in most cases, the results of the investigation will not be shared with employees so that the privacy of all individuals is respected.

After the investigation of your complaint is completed, if you have any continuing concerns or wish to provide information about any other situation that makes you feel uncomfortable, please reach out to the Restaurant’s HR personnel or the resources listed above.

**Will I be protected from retaliation?**

Yes. Retaliation against anyone who makes a complaint in good faith under this policy or who participates in any investigation is strictly prohibited.

Retaliation means punishing someone or taking a negative employment action because someone raised a concern or complaint under this policy, or because someone participated in an investigation. Examples might include:

- Termination of employment;
- Reduction in pay or hours, or changes in work assignments;
- Disciplining, or reassigning someone; or
- Demoting or transferring an employee.

Anyone found to have retaliated against someone for raising any concern under this Policy will be subject to disciplinary action under our disciplinary procedures.

Employees may report actual or potential acts of workplace violence or workplace misconduct anonymously.

**What will happen if an investigation finds that inappropriate behavior has occurred?**

If our investigation confirms that this Policy has been violated or that other inappropriate conduct has occurred, the Restaurant will take immediate corrective action that is proportionate to the violation. Corrective action can come in any form, including termination, reassignment to another job or location, changes in reporting relationships, written warning, training, coaching, counseling, and/or other measures that the Restaurant deems appropriate under the circumstances.

**As an employee, what is expected of me under this policy?**

All Restaurant employees and staff are expected to:

- Treat everyone with respect and dignity.
- Be accountable for their actions.
- Help create a work environment that is safe and free of violence.
- Report any incidents of violent, threatening, disruptive, disrespectful, or inappropriate behavior that affects anyone in the workplace.
- Complete all required training.

**As a manager, what is expected of me under this policy?**

In addition to the above, managers and supervisors are expected to:

- Model safe and respectful behavior.
- Report all incidents of violent, threatening, disruptive, disrespectful, or inappropriate behavior when they become aware of them.
- Take reported incidents of misconduct seriously, and call law enforcement when there is an imminent threat.
- Investigate allegations of violent behavior promptly and thoroughly in partnership with the Director of Operations and, if needed the Employment Practices (EPLI) Attorney.
- Impose timely and proportionate corrective action when warranted.
- Participate in training on how to create a safer workplace through conflict resolution.

**What should I do if I think my partner or someone else, I know will try to hurt me while I'm at work?**

If you believe you are in danger or at imminent risk of harm, move to a place of safety, if possible, and immediately call police or 911. Then notify the Restaurant's General Manager of the situation as soon as you can.

Immediately notify the Restaurants General Manager if you apply for or obtain a temporary or permanent Protective Order or Restraining Order that includes company premises.

# CONTACT INFORMATION

## Villaire Organization

### Store Staff

Store #	Address	City	Store Phone #	General Manager	Area Supervisor
3845	1178 Hwy 31 N	Petoskey, MI 49770	231-347-1711	James Good	Lee
3892	5050 N Huron Rd	Oscoda, MI 48750	989-739-3111	Cara Ash	Jeannie
4639	1020 S Main St	Cheboygan, MI 49721	231-627-2251	Michelle Lopiccolo	Lee
5504	7370 Genesee St	Genesee, MI 48437	810-640-2749	Alexis Greer	Debbie B
12245	925 S Ortonville Rd	Ortonville, MI 48462	248-627-6225	Debbie Blackmer	Debbie B
15600	503 Morenci Ave	Mio, MI 48647	989-826-8418	Debbie Kopacz	Debbie K
17896	213 N State St	Otisville, MI 48463	810-631-4044	Anna Owen	Debbie B
20444	3989 S Lapeer Rd	Metamora, MI 48455	810-678-8920	Jennifer Coffin	Debbie B
21854	6153 M 68	Indian River, MI 48749	231-238-0216	Stefanie Seaman	Lee
22634	2770 S M 33	Rose City, MI 48654	989-685-3773	Chris Widener	Jeannie
25700	1440 Bridge St	Charlevoix, MI 49720	231-547-5710	Jessica Good	Lee
26496	405 N 5th St	Roscommon, MI 48653	989-275-0533	Kaiden Irvine	Jeannie
30801	605 East Lake St	Tawas City, MI 48763	989-362-3956	LeeAnne Stiller	Jeannie
35919	747 Spring St	Petoskey, MI 49770	231-487-0088	Crystal Hunt	Lee

### You may also reach out to: Management Staff

Debbie Blackmer	Area Supervisor	989-660-9024	Southern Stores
Debbie Kopacz	Area Supervisor	989-820-0370	Northeastern Stores
Jeannie Wright	Area Supervisor	989-225-3076	Northeastern Stores
Tracey Borowicz	Area Supervisor	231-420-2681	Northern Stores
Lee Socolovitch	Area Supervisor	231-420-1272	Northern Stores
Ashley Villaire	Director of Operations	810-444-3163	Northern Stores
Justin Villaire	Director of Operations	810-287-1037	Northeastern Stores
Cynthia Villaire	Owner/Operator	810-606-0885	
Scott Villaire	Owner/Operator	810-606-0885	