

Notification of Restraining Orders

[Company] holds the safety and well-being of all employees as the highest priority. Unfortunately, at times this requires awareness of restraining orders that have been issued against employees or any other relevant individuals, as well as employees who have sought restraining orders to protect themselves from others.

A restraining order may be called by other names, such as “Order of Protection”, “Protection from Abuse”, and similar nomenclature. This policy applies to any order that restricts interaction between two or more people due to the possibility of antisocial or violent behavior. They are all referred to within this policy as a “restraining orders”.

The awareness of restraining orders enables the [Company] to take appropriate measures to ensure the safety and well-being of all employees from the potential of violence. The [Company] will take no position about the underlying issues that lead to the issuance of a restraining order.

All employees, contractors, interns, volunteers, and any other individuals affiliated with [Company] who have been served with a restraining order, protective order, or similar legal document, whether temporary or permanent, is required to immediately notify the Human Resources Department. A copy of the restraining order should be provided to the Human Resources Manager if possible.

All employees who have initiated legal proceedings to seek a restraining order, protective order, or similar legal document against another individual are required to confidentially disclose this information to the Human Resources Manager. A copy of the restraining order should be provided to the Human Resources Manager if possible.

If the restraining order is extended beyond its initial expiration date, the employee, contractor, intern, volunteer, or any other individual who has been served with a restraining order must disclose the extension of time for that order.

[Company] recognizes that this is an extremely sensitive, personal, matter and will maintain the strictest confidentiality standards about the restraining order. In some instances, the existence of the restraining order may be disclosed to appropriate individuals within the [Company] on a need-to-know basis to ensure the safety of all employees. The [Company] will comply with all legal requirements regarding the handling of restraining orders and related information, including but not limited to confidentiality laws and regulations.

Upon notification of a restraining order or disclosure of seeking a restraining order, the [Company] will take appropriate measures to ensure the safety of the affected employee and other employees in the workplace. This may include implementing security measures, adjusting work schedules, or providing support services as necessary.

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment, depending on the severity of the violation and its impact on the safety and well-being of [Company] employees, building visitors, the physical assets of the [Company].

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