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**POLICY STATEMENTS**  
**Policy No. HR 107**  
**PREVENTING VIOLENCE IN THE WORKPLACE**

Effective Date:  
01/01/2018

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**PURPOSE**

To provide guidance to ensure a safe and secure working environment.

**SCOPE**

- A. This policy shall cover all employees of MDU Resources Group, Inc., MDU Utilities Group and WBI Energy.
- B. If this policy conflicts with any federal, state or local laws or regulations, the applicable rule applies.

**EXPLANATION**

- A. The Company requires employee cooperation and compliance in its efforts to protect the health and safety of all employees.
- B. While the Company respects the rights of its employees and the right of citizens to bear arms, the company has a duty to maintain an environment where its employees may reasonably expect to be safe from injurious acts, whether accidental or deliberate.
- C. The Company maintains a zero-tolerance policy toward workplace violence or the threat of violence. Violence or threats of violence in the workplace will result in disciplinary action up to and including termination of employment. A visitor who violates this policy may be escorted from the property and reported to police authorities, if necessary.
- D. Employees are prohibited from possessing weapons in company-owned or leased buildings, as well as company vehicles and company motorized equipment. Employees are also prohibited from possessing or carrying weapons onto customer or client owned or leased property (property includes buildings, customer parking lots, landowner's properties, etc.). Possession of a valid concealed weapons permit is not an exception under this policy. Managers at power plants may authorize restricted use of weapons for business needs (i.e. disposal of slag in boiler.) All other exceptions must be authorized by those administering this policy.
- E. This policy does not apply to law enforcement or security personnel or persons engaged in military activities sponsored by the federal or state government when engaged in official duties.

**DEFINITIONS**

- A. Workplace violence includes, but is not limited to:
  - 1. Physically harming, or attempting to harm another, oneself, or property
  - 2. Threatening to harm another, oneself, or property
  - 3. Coercion, intimidation, or stalking of another
  - 4. Any form of non-consensual physical contact; i.e., shoving, grabbing, etc.
  - 5. Bringing any weapon into the workplace
  - 6. Threats of reprisal for another's compliance with this policy

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7. Threats or any conduct that would cause a reasonable person to believe violence is imminent or may occur
  - A. Weapons include, but are not limited to:
    1. Any type of firearm
    2. Any electroshock weapon such as stun guns and tasers
    3. Any type of bows
    4. Switchblade knives or knives with a blade longer than 4"
    5. Fireworks or explosives, including blasting caps
    6. Chains, clubs, or other objects carried for the purpose of injuring or intimidating
  - B. Property damage is intentional damage to property of others, which includes property owned by the Company, employees, or customers.

#### **PROCEDURE**

- A. If an employee is in a situation which may result in workplace violence, the employee should avoid confrontation. If possible, the employee should immediately retreat to a location of safety and report the incident to a supervisor. Except when necessary for self-defense, deviation from these actions may be made only with express direction of management.
- B. Employees who are the victims or observers of workplace violence, or who observe weapons in company vehicles or facilities that could be used in a violent act, should contact their supervisor or any member of management. In cases where immediate law enforcement assistance is needed, the employee should contact law enforcement first.
- C. Failure to report instances of workplace violence could subject an employee to discipline.

#### **ADMINISTRATION**

The Chief Executive Officer has the overall responsibility for this policy. Administration of the policy is the responsibility of the Vice President - Human Resources. Requiring compliance with this policy is the responsibility of all officers and management. It is also the responsibility of management to ensure policies are accessible and understood by all employees.

Approved by: /s/ Anne M. Jones  
Anne M. Jones  
Vice President - Human Resources  
MDU Resources Group, Inc.

Approved by: /s/ David L. Goodin  
David L. Goodin  
President and Chief Executive Officer  
MDU Resources Group, Inc.

Date: January 1, 2018