



WORKPLACE VANDALISM, GRAFFITI AND DEFACEMENT OF PROPERTY POLICY¹

Purpose

COMPANY has ZERO TOLERANCE for vandalism, graffiti, and defacement of property in our workplace, including our projects and jobsites. This policy outlines steps to take to prevent incidents and when incidents occur. The goal of this policy is to eliminate these types of incidents and to help foster a safe workplace that is free from harassment, hate and bigotry of any kind.

Scope

This policy applies to all employees, visitors, contractors, subcontractors, and vendors that may be working in **COMPANY'S** offices, buildings, jobsites and/or projects.

Policy

COMPANY has ZERO TOLERANCE for graffiti, vandalism, or defacement of property, including images drawn, sprayed, or etched, stickers, non-work-related posters, etc. The goal is to eliminate this behavior at **COMPANY'S** workplace.

COMPANY'S commitment to establishing a safe workplace by eliminating graffiti, vandalism and defacement of property shall be a topic of discussion at worker orientations, toolbox talks, daily huddles, and safety meetings.

Project teams will perform an initial visual inspection of all temporary facilities before acceptance for use on our projects. Jobsites will be visually inspected and documented before the project commences daily as part of the regular safety routine. Regular inspections will also be conducted of less frequently traveled locations where graffiti may appear such as machine rooms, stairwells, closets, site fences, etc.

¹ The AGC MA Committee for Diversity and Inclusion has created this template policy as a resource for use by AGC MA member companies. This template policy should be modified to reflect a company's particular requirements. This document does not constitute legal advice, and companies with legal questions should consult their attorneys.

Response Plan

All graffiti found on our projects must be immediately reported to _____ who will determine if it is bias-motivated. (Fill in person in charge for example, VP of Operations, Project Executive, Director of Safety, Field Superintendent)

A bias-motivated incident is defined as any vandalism, graffiti, or defacement determined to be motivated by bias against a person's age, race, religion, disability, sexual orientation, ethnicity, gender, gender identity, or targeted to a specific individual.

If unsure, contact _____ for assistance. (Fill in with legal counsel, company leader, or workplace discrimination taskforce if one has been created).

- **If not bias-motivated**, take the following measures:
 - Capture incident with photo(s) in _____ (insert company specific tracking tool)
 - Review the incident to determine the source and if identified, hold the offender(s) accountable (list specific accountability measures, i.e. removal of the individual involved, removal of the associated trade partner, etc.)
 - Remove the graffiti
 - Review the incident at a toolbox talk to reinforce zero tolerance for any defacement.
 - If the activity continues, hold a stand down of the entire workforce.
 - Contact principles of trade partners, clients, and property owners and reinforce zero tolerance for any defacement.
 - Consider installing cameras to monitor the workplace.

- **If bias-motivated**, take the following measures:
 - Immediately contact _____. (Fill in with legal counsel, company leader, or workplace discrimination taskforce if one has been created).
 - Capture incident with photo(s) in _____ (insert company specific tracking tool)
 - Review the incident to determine the source. If the individual is identified, hold the offender(s) accountable in every aspect, including possible criminal charges. The individual will be removed from the project permanently and barred from future **COMPANY** projects. The associated trade partner may also be barred from future **COMPANY** projects.
 - Remove the graffiti
 - Conduct a project stand-down with the entire project workforce.
 - If the activity continues, shutdown the project and hold a project stand-down before work re-starts with the entire workforce, principals of the trade.

Additional Policy materials

COMPANY has also developed signage and contract language.