

U AND UNIVERSAL

Universal has a policy (i.A.15.) for threatening situations in our offices. In the event of a threatening person, here are the steps to be followed:

- The person being threatened will call or signal for someone to call 911
- All persons not in view of threatening person will remain in their office with doors closed and locked if possible
- Remove all persons in harms way to an office
- Do not attempt to intervene physically with any threatening person
- Do not aggravate, annoy or approach the threatening person
- Speak in a low, calm voice
- Do not turn your back on the person
- Do not leave person served in the danger area
- Remain in safe area until instructed by law enforcement

Universal strives to provide a safe work environment. Threatening situations are rare, but can occur at any business.

Did You Know?

29 million Americans or 9.3% of Americans have diabetes

- You can help prevent diabetes by, losing a small amount of weight, exercising regularly and eating healthy
- You should be checked for diabetes if it runs in your family or you have high blood pressure
- Treatments for diabetes include a change of lifestyle (eating and exercise) and in some cases medication.

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