

Hostility and Violence Free Workplace Procedures

The workplace Violence Prevention Team will consist of all Administrators led by the Superintendent. The procedure set forth below will be followed for every occurrence of work place hostility violence reported.

- Victims should make a complaint to any District Administrator as soon as possible; a written description is recommended.
- That Administrator will notify the Superintendent.
- The Superintendent will put together an investigative team comprised of at least 2 Administrators.
- The team will conduct an investigation, prepare an investigative summary, and make recommendations to the Superintendent.
- The Superintendent will enforce any policy necessary to insure a hostility and violence free work environment exists.
- Employees found to be retaliating against another employee will be subject to disciplinary actions up to and including termination.

Processes for protecting employees who report threats from possible retaliation

When possible, the District may provide the following assistance to employee victims of hostile or violent incidents: resources and referral information; work schedule adjustments or leave as needed to obtain medical, law enforcement, legal, or judicial assistance; and workplace relocation. To the extent possible the District will maintain the confidentiality of employee victims of violence, while taking necessary steps to protect the workplace and other employees from possible violence.