

## **VIOLENCE IN THE WORKPLACE**

The District is committed to promoting a safe environment for its employees and students by maintaining an educational and work environment free from violence, threats of violence, stalking, harassment, intimidation, and other disruptive behavior.

1. Violence, threats, stalking, harassment, intimidation, and other disruptive behavior will not be tolerated. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.
2. Incidents of violent, threatening, stalking, harassing, intimidating, or other disruptive behavior should be reported immediately to a supervisor, manager or the Chief Human Resources Officer. All reports of incidents will be taken seriously and will be dealt with appropriately.

### Responding to Threats of Violence:

1. The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.
2. Violence or the threat of violence against or by any employee of the District or any other person is unacceptable. Employees who commit such acts may be removed from the workplace and may be subject to disciplinary action up to and including termination, criminal penalties or both.
3. Supervisors and managers who receive such reports are to contact the Chief Human Resources Officer regarding investigating the incident and initiating appropriate action.
4. Threats of assaults that require immediate attention should be reported directly to Police Services.
5. Should a non-employee on District property demonstrate or threaten violent behavior, he/she may be subject to criminal prosecution.
6. Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her supervisor or other appropriate person.

### Reporting Procedures (Victim/Witness):

1. No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.
2. Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.

3. In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, District Police Services will be called.

California Labor Code, Section 6300  
California Division of Occupational Safety and Health,  
Title 8-California Code Regulations, Section 3203  
Workplace Violence Safety Act of 1994 (Code of Civil Procedure, Section 527.8)  
Penal Code Sections 273.6; 626.9; 626.10