

**TEMECULA VALLEY CHARTER SCHOOL
Board Policy**

5000 Personnel

5028 EMPLOYEE FREEDOM FROM VIOLENCE POLICY

Board Action: APPROVED

Effective Date: June 6, 2016

The Governing Board of TVCS is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States, and has taken steps to help prevent incidents of violence from occurring at TVCS. TVCS expressly prohibits any acts or threats of violence by any TVCS employee or former employee against any other employee in or about TVCS facilities or elsewhere at any time. TVCS will also not condone any acts or threats of violence against TVCS' employees, customers, or visitors on TVCS' premises at any time or while they are engaged in business with or on behalf of TVCS, on or off TVCS premises.

In keeping with the spirit and intent of this policy, and to ensure that TVCS's objective in this regard are attained, it is the commitment of TVCS:

- To provide a safe and healthful work environment, in accordance with TVCS's safety and health policy.
- To take prompt remedial action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
- To take appropriate action when dealing with customers, former employees, or visitors to TVCS facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- To prohibit employees, former employees, customers, and visitors from bringing unauthorized firearms or other weapons onto TVCS premises.
- To establish viable security measures to ensure that TVCS facilities are safe and secure to the maximum extent possible and to properly handle access to TVCS facilities by the public, off-duty employees, and former employees.

TVCS will not tolerate any type of workplace violence committed by or against its employees. TVCS employees that violate this policy will be subject to disciplinary action, up to and including discharge. Prohibited conduct includes, but is not limited to:

- Causing physical injury to another person;
- Making threatening remarks;

- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another person to emotional distress;
- Possession of a weapon on the premises or the threat of using a weapon or bringing a weapon on the premises.

Employees who display a tendency to engage in violent, abusive, or threatening behavior, as determined by TVCS, in its sole discretion, may be referred for counseling or other appropriate treatment.

In furtherance of this policy, employees have a “duty to warn” their supervisors or human resources representative of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers, or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, discussion of bringing weapons into the workplace, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. TVCS will not condone any form of retaliation against any employee for making a report under this policy.