

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

WORKPLACE VIOLENCE PREVENTION POLICY

1 PHILOSOPHY

A safe workplace contributes to the morale of the staff and an optimal learning environment for students.

2 PURPOSE

2.1 It is the policy of Utah Schools for the Deaf and the Blind to prohibit any form of workplace violence. In doing so, the school is complying with and supporting the Federal Occupational Safety and Health Act of 1970 which requires that employers provide their employees with a safe and healthy work environment.

2.2 A violation of this policy shall be considered unacceptable personal conduct and shall subject the employee to disciplinary action up to and including dismissal.

3 DEFINITIONS

3.1 Workplace violence includes, but is not limited to, intimidation, threats, physical attack or property damage (see definitions below) or the use or possession of an unauthorized weapon.

3.2 Threat is the expression of an intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional or future.

3.3 Physical attack is unwanted or hostile physical contact such as hitting, fighting, pushing shoving, or throwing objects.

3.4 Property damage is intentional damage to property which includes property owned by the school, employees, visitors or vendors.

3.5 Intimidation includes but is not limited to stalking or engaging in actions intended to frighten, coerce, or induce duress.

4 COMPLAINT PROCEDURES

4.1 Incidents of workplace violence should be reported immediately to the local police authorities then the employee's supervisor. Any report of

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workplace violence is to be handled in a confidential manner, with information released only on a need-to-know basis.

5 INVESTIGATION PROCEDURES

- 5.1 The Human Resource Manager, in conjunction with the Program Director, will interview the complainant, alleged perpetrator, any potential witnesses and review all pertinent documentation. All information received during the investigation will be held strictly confidential.
- 5.2 At the conclusion of the investigation, the Human Resource Manager/Program Director will provide written findings and recommendations to the Superintendent. The Superintendent will order an appropriate course of action.

6 DISCIPLINARY ACTION

- 6.1 An employee found in violation of this policy will, for just cause, be subject to disciplinary action which may include:
 - 6.1.1 Written Reprimand
 - 6.1.2 Suspension Without Pay
 - 6.1.3 Demotion
 - 6.1.4 Termination
 - 6.1.5 Contract Non-renewal
- 6.2 Appropriate procedures governed by proper due process will be followed before disciplinary action is imposed. It is intended that all useful tools such as medication, corrective action, and use of the disciplinary and dismissal policy to correct behavior be employed to secure the workplace from violence and reasonable protect employees from its effects.

7 RECORDS/DOCUMENTATION

- 7.1 All documentation pertaining to the complaint and investigation will be contained in a separate confidential file. If discipline is imposed, the perpetrator's personnel file will only contain a letter indicating that he/she was disciplined for violation of this policy.
- 7.2 Documentation will remain in the confidential file for a minimum of three years. After this time, the perpetrator may petition the Superintendent for

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the records to be expunged. The Superintendent has sole discretion in granting or denying such requests.

- 7.3 Absent written authorization from the guilty party, or a court subpoena, access to the confidential file will be limited to the Superintendent and the Human Resource Manager.

8 REPRISALS

- 8.1 Employees who act in good faith by reporting real or implied violent behavior or violations of this policy will not be retaliated against or subjected to harassment. Reprisals against anyone who has filed a complaint, testified, assisted/participated in an investigation; proceeding or hearing will not be tolerated. Any act of reprisal against any such person is prohibited by this policy. Reprisals include but are not limited to any of the following toward a complainant or participant: open hostility; exclusion/ostracism; negative remarks; demeaning duties; tokenism or patronizing behavior; discriminatory behavior; subtle harassment.
- 8.2 The person who has been accused of violating this policy will not discuss any part of the complaint with the complainant.
- 8.3 Employees participating in the investigation will not discuss with anyone but the investigating person(s) or Superintendent, any aspect of the complaint or conversation deriving there from. Strict confidentiality from all parties will be enforced.

9 SUMMARY

- 9.1 Workplace violence is any behavior or conduct that threatens the safety and well being of employees, students or visitors at the school. Employees are herein advised that such misconduct does not have to rise to a level which violates local, state or federal guidelines or statues or which interferes with the work performance of another employee in order to violate this policy. All forms of violent or intimidating behavior are strictly prohibited.

Title: WORKPLACE VIOLENCE PREVENTION POLICY	
Authority: Administrative Staff Institutional Council	Effective Date: 9/23/97 Revisions: