



JCS-Inc.

# Workplace Violence Prevention Plan

## **Policy Statement**

As stated in the [Violence in the Workplace Policy](#) Julian Charter School, Inc. ("JCS") is committed to providing a safe and secure work environment for all employees. Workplace violence is unacceptable and will not be tolerated. This Workplace Violence Prevention Plan outlines our commitment to preventing and addressing incidents of workplace violence.

## **Scope**

The [Violence in the Workplace Policy](#), [Violence in the Workplace Administrative Regulations](#), and this Workplace Violence Prevention Plan apply to all employees, contractors, vendors, students, and visitors while on Julian Charter School, Inc.'s ("JCS") premises or engaged in school-sponsored activities.

## **Definitions**

*Workplace violence:* Any act or threat of physical violence, harassment, intimidation, or other threatening behavior that occurs at the workplace. There are four types of workplace violence:

- Type 1 violence: workplace violence by a person who has no legitimate business at the worksite
- Type 2 violence: workplace violence by customers, clients, students, or visitors
- Type 3 violence: workplace violence against an employee by a present or former employee
- Type 4 violence: workplace violence by a person who does not work there, but has or is known to have had a personal relationship with an employee

*Threatening behavior:* Includes verbal or non-verbal conduct that is threatening, intimidating, or harassing. This includes any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

*Employee:* Any individual employed by JCS, including full-time, part-time, temporary, and contract workers.

## **Prevention Measures**

1. *Risk Assessment:* JCS will regularly assess the workplace for potential risk factors that may contribute to workplace violence. This includes evaluating the physical environment, work practices, and interactions among employees.

2. *Training:* JCS will provide training to all employees on recognizing and preventing workplace violence. This [training](#) will include:
  - a. Identifying warning signs of potential violence
  - b. Conflict resolution techniques
  - c. Reporting procedures for incidents or threats of violence
3. *Communication:* JCS maintains open communication channels between employees and management to address concerns related to workplace safety and security.
4. *Security Measures:* JCS will implement security measures such as access controls and surveillance cameras to deter and respond to incidents of violence.
5. *Policies and Procedures:* JCS has adopted the [Violence in the Workplace Policy](#) and [Violence in the Workplace Administrative Regulations](#) for reporting incidents of workplace violence, including a zero-tolerance policy for violence and harassment.
6. *Employee Assistance Program (EAP):* JCS offers access to an EAP to provide support and resources for employees dealing with personal or work-related stressors that may contribute to workplace violence or as a result of workplace violence.

## **Response Procedures**

1. *Reporting:* Employees should report any incidents or threats of workplace violence to their supervisor or HR immediately. HR will assist the employee in completing the [Workplace Violence Incident Documentation Log](#). Reports will be taken seriously and investigated promptly.
2. *Investigation:* A thorough investigation of reported incidents will be conducted to determine the cause and appropriate course of action.
3. *Intervention:* Appropriate disciplinary action against individuals found to have engaged in workplace violence will be taken. This may include termination of employment and legal action if necessary.
4. *Support:* Support and resources will be given to employees who have been affected by workplace violence, including counseling services and safety planning.

## **Review and Evaluation**

The Cabinet team will regularly review and evaluate the effectiveness of the Workplace Violence Prevention Plan. The plan will be updated as needed to address emerging threats and improve prevention measures.

## **Compliance:**

All employees are expected to comply with this Workplace Violence Prevention Plan. Failure to do so may result in disciplinary action, up to and including termination of employment.