

# **Tapestry Public Charter School Policy Manual**

## **Workplace Violence Policy**

Adopted: 7/15/2019

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

- Sections:**
- I. Purpose**
  - II. Policy**
    - A. Scope**
    - B. Reporting and Investigating Workplace Violence**
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### **I. Purpose**

This policy describes the workplace violence policy at Tapestry Public Charter School (TPCS).

### **II. Policy**

#### **A. Scope**

1. TPCS strives to have a workplace that is free from acts or threats of physical violence, harassment, intimidation, or other threatening and/or disruptive behavior that takes place on TPCS grounds or off-site at a TPCS-related activity. To this end, TPCS seeks to provide a safe work environment for all employees to the full extent of the law. This statement shall not be construed to create an obligation on the part of TPCS to take any action beyond what is required by law.
2. TPCS has a zero-tolerance policy regarding workplace violence. Violations of this policy will lead to disciplinary and/or legal action, as appropriate.
3. Employees are expected to refrain from conduct that may be dangerous or harassing to others. Conduct that harasses, threatens, or intimidates another employee, student, or visitor will not be tolerated.
4. TPCS resources may not be used to threaten, harass, or stalk anyone, whether on or off TPCS grounds.
5. TPCS treats threats stemming from a personal relationship as it does other forms of violence.

#### **B. Reporting and Investigation Workplace Violence**

1. All indirect or direct threats of violence, incidents of actual violence, or suspicious individuals or activities should be reported as soon as possible to a direct supervisor.

2. TPCS will thoroughly and promptly investigate all reports of threats or incidents of violence and of suspicious individuals or activities. The identity of the person making the report will be protected to the extent available under the law. TPCS will not retaliate against anyone who makes good-faith reports of violence, threats, or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, the school may, in its discretion, suspend employees suspected of workplace violence or threats of violence, either with or without pay, and, pending the results of an investigation into the alleged conduct. The investigation will follow the same process as that outlined in the Harassment policy. If there is any evidence of workplace violence or behavior that falls within the scope of these policy guidelines, then the police may be notified and a report may be filed inclusive of all parties involved.