

**Safe Workplace No Violence Policy**

Federal and State job safety laws require employers to make reasonable efforts to provide a safe workplace. This duty includes steps to reduce the risk of violence. The Federal Occupational Safety and Health Administration, California's Division of Occupational Safety and Health (DOSH), and other state agencies have issued guidelines to help employers fight violence, and also raise the prospect of OSHA citations if these kinds of problems are ignored.

In addition, the Corcoran Unified School District is also concerned about the increased incidents of workplace violence in general, and therefore have taken steps to help prevent incidents of violence from occurring at the District. To that end, the Corcoran Unified School District expressly prohibits any acts or threats of violence by any current or former employee against any other employee in or around the workplace or elsewhere at any time. The Corcoran Unified School District also will not tolerate any acts or threats of violence against employees, visitors, vendors or other people at the work site at any time or while they are engaged in business with or on behalf of the School District, whether at or away from the School District.

The School District will take prompt remedial action, up to and including discharge, against any employee who engages in any threatening behavior or acts of violence, or who uses any threatening language or makes threatening gestures.

Employees are a necessary part of this policy. Any employee, who becomes aware of a display of violent, abusive or threatening behavior, or a threat or tendency to engage in such behavior by another employee is to report such behavior to their immediate supervisor. To the extent possible, such reports will be handled confidentially. In furtherance of this policy, employees have an obligation to inform their immediate supervisor of any activity in the workplace involving current or former employees, visitors, vendors or other people that they believe could result in violence. This includes, for example, threats of violence, aggressive or confrontational behavior, offensive acts, and threatening or hostile comments.

The purpose of this policy is preventive, not punitive. It is the responsibility of each employee to contribute to a safe working environment. The School District cannot do its part to prevent violence in the workplace without the full cooperation of all employees.