

WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT

The Hauppauge Union Free School District is committed to maintaining a work environment that is safe and free of unlawful harassment, threats, coercion, intimidation and violence. Workplace violence presents a serious occupational safety hazard to both District employees and to the general public. To ensure a safe workplace and reduce the risk of violence and intimidation, all employees are expected to review and understand all provisions of the District's Workplace Violence Prevention policy.

Workplace violence is defined by New York State Regulations as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including, but not limited to:

- (a) an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- (b) any intentional display of force which would give an employee reason to fear or expect bodily harm;
- (c) intentional and wrongful physical contact with a person without his or her consent and that entails some injury; or
- (d) stalking an employee with the intent of causing fear of material harm to the physical safety and health of the employee when the stalking has arisen through and in the course of employment.

The District will take reasonable and practical measures to prevent workplace violence and to protect employees and visitors from acts of violence. All employees are responsible for helping to create an environment of mutual respect for each other as well as for visitors. All employees are responsible for following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

Employees are prohibited from possessing firearms or weapons of any kind while on District premises or in District vehicles, while conducting business for the District, or at any work sites or other locations during working hours or while representing the District, regardless of whether the person is licensed to carry the weapon. Weapons include guns, knives, explosives, and other items with the potential to inflict bodily harm. If any employee has knowledge of another employee's possession of a weapon, that knowledge should be reported to a supervisor as soon as possible.

The District will respond to all incidents of workplace violence or threatening behavior immediately upon notification of the incident.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

The District needs your cooperation to implement this Policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating or other disruptive behavior. The District will promptly and thoroughly investigate all reports or threats

of (or actual) violence and of suspicious individuals or activities. The identity of a District employee making a report will be protected to the extent possible, consistent with an adequate investigation and appropriate corrective action. If you observe or experience such behavior by anyone on District premises, or a violation of this Policy, whether or not you are a District employee, you should report it immediately to a supervisor. A supervisor who receives a report must complete an "Incident Report Form" and immediately seek advice from the District attorneys regarding investigating the incident and initiating appropriate action.

THREATS OR ASSAULTS THAT REQUIRE IMMEDIATE ATTENTION BY SECURITY OR POLICE SHOULD BE REPORTED TO THE POLICE AT 911.

Enforcement of this Policy will be accomplished through the implementation of a Workplace Violence Prevention Program, and by complying with the requirements of the NYS Workplace Violence Prevention Act as set forth in NYS Labor Law Section 27-b. A general review of the District's Workplace Violence Prevention Program will be conducted every year. Specific reviews will be conducted upon a workplace violence incident.

All employees will participate in the annual Workplace Violence Prevention Training Program.

This Policy will be posted in the following locations:

The main office at each of the following locations:

Bretton Woods Elementary

Forest Brook Elementary

Pines Elementary

Middle School

High School

District Office

Individuals who violate this Policy may be subject to removal, criminal and/or civil charges, and/or disciplinary action up to and including termination of employment.

Any employee who, in good faith, makes a report of workplace violence, reports witnessing workplace violence, or is involved in reporting, investigating, or responding to workplace violence, will not be subject to retaliation of any kind. Any employee found to have engaged in retaliatory action will be subject to discipline, up to and including termination.

Adopted: