

## VIOLENCE FREE WORKPLACE

The employees of the East Baton Rouge Parish School Board are one of the most important and essential parts of our educational community. The safety and security of each employee is essential to carrying out our mission of providing a safe and comfortable workplace for everyone. Each employee has a reasonable expectation to perform his/her assigned duties in an atmosphere free from threats, assaults, or violence.

Recognizing the increasing incidence of violence in the workplace, the Department of Education and Department of Homeland Security, in collaboration with state agencies, provided guidance to implement the *Schools Against Violence in Education Act* where the Governor of the State of Louisiana issued Executive Order Number MJD 97-15 committing the Governor and the State of Louisiana to work toward a violence free workplace.

The East Baton Rouge Parish School Board fully supports this effort and is likewise committed to providing a violence free workplace.

### DEFINITIONS

**Assault** an attempt to commit a battery, or the intentional placing of another in reasonable apprehension of receiving battery. Example: A person may have his/her hand or stick raised and know that he/she has no intention of striking you, but based on the circumstances, you have a reasonable apprehension that you may be struck.

**Battery** the intentional use of force or violence upon another; or the intentional administration of a poison or other noxious liquid or substance to another.

**Credible Threat** a statement or action that would cause a reasonable person to fear for his/her safety or that of another person and does, in fact, cause such fear.

**Intentional Act** refers to conduct when the circumstances indicate that the offender, in the course of human experience, must have considered the criminal consequences as reasonably certain to result from his/her act or failure to act.

**Violence** the commission of an assault or battery or the making of a credible threat.

**Workplace** any site where an employee is placed for the purpose of completing job assignments.

**Workplace Violence** violence that takes place in the workplace.

### MANAGEMENT RESPONSIBILITIES



In all cases of violence in the workplace, employees should cooperate fully with the Department of School Safety protocols, which will review and evaluate cases of workplace violence. All employees are encouraged to participate in complaint or suggestions procedures covering safety and security.

#### NOTIFICATION PROCEDURES (How to report an incident or threat)

The following procedures are established to report any and all incidents of workplace violence:

Once an incident of workplace violence occurs, the employee shall immediately call:

1. The principal of the school
2. The supervisor or manager of a School Board facility
3. 911, when necessary

Once the situation is under control and there is no immediate threat to life, contact the Department of School Safety.

The Department of School Safety will immediately evaluate the situation, according to policy, and decide the appropriate response or course of chosen action.

#### WHAT TO DO IF CONFRONTED WITH VIOLENCE IN THE WORKPLACE SITUATION

The following action(s) should be taken in accordance with the severity of the incident:

If the situation *is not* dangerous:

