

## VENTURA COUNTY OFFICE OF EDUCATION

**SUPERINTENDENT POLICY NO. 4258**

**ADOPTED: 04/01/97**

**CLASSIFICATION: Personnel**

**REVISED:**

**SUBJECT: Violence-Free Workplace**

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The Ventura County Office of Education has adopted a Zero Tolerance Policy for workplace violence because it recognizes that workplace violence is a growing nationwide problem which needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect VCOE employees or which occur on VCOE property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive or intimidating to alter the employment conditions or to create a hostile, abusive, or intimidating work environment for one or several VCOE employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on VCOE premises, regardless of the relationship between the County Schools and the parties involved in the accident.
2. All threats or acts of violence occurring off VCOE premises involving someone who is acting in the capacity of a representative of VCOE.
3. All threats or acts of violence occurring off VCOE property involving a VCOE employee if the threats or acts affect the legitimate interests of VCOE.
4. Any acts or threats resulting in the conviction of an employee or of an individual performing services for VCOE on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate interests and goals of VCOE.

Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. The intentional destruction or threat of destruction of VCOE property.

4. Harassing or threatening phone calls.
5. Harassing surveillance or stalking.
6. The suggestion or intimation that violence is appropriate.
7. Unauthorized possession or inappropriate use of firearms or weapons.

VCOE's prohibition against threats and acts of violence applies to all persons involved in VCOE's operation, including but not limited to personnel, contract, and temporary workers and anyone else on VCOE property. Violations of this policy by any individual on VCOE property, by any individual acting as a representative of VCOE while off VCOE property, or by any individual acting off of VCOE property when his/her actions affect the County Schools' business interests will lead to disciplinary action (up to and including termination) and/or legal action as appropriate. No provision of this policy shall alter the at-will nature of the employment relationship at VCOE.

Every employee and every person on VCOE property is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to the Human Resources Department, the reporting individual's immediate supervisor, or another supervisory employee if the immediate supervisor is not available. Nothing in this policy alters any other reporting obligation established in policies or in state, federal or other applicable law.