

## Procedure - Workplace Violence Prevention

The workplace violence prevention group will consist of employees from the primary, elementary, and secondary grades, as well as from the classified work groups. If appropriate, workplace violence prevention groups will be established at each school and major work site. The workplace violence prevention group is responsible for making recommendations in the following areas:

- A. Assessing district/building practices for potential hazards or improved security practices;
- B. Efforts to inform all employees about the workplace violence prevention program;
- C. Assuring that all employees comply with security measures;
- D. Recognizing employees who perform work practices that promote security in the workplace;
- E. Training and counseling programs to enhance awareness of workplace violence issues;
- F. Including workplace violence prevention in new employee orientation;
- G. Annual review and update of the workplace violence prevention program;
- H. A system for notifying the district about workplace security hazards or threats of violence; and
- I. Processes for protecting employees who report threats from possible retaliation.

When possible, the district will provide the following assistance to employee victims of domestic violence: resources and referral information; work schedule adjustments or leave as needed to obtain medical, law enforcement, legal, or judicial assistance; and workplace relocation. To the extent possible the district will maintain the confidentiality of employee victims of domestic violence, while taking necessary steps to protect the workplace and other employees from possible violence.

Employees wishing their name or other identifying information, including but not limited to birthdate, job title, addresses of workstations and locations, work email address, work phone number, bargaining unit, or other similar information, to be exempt from public disclosure in response to a public records request for information maintained in personnel-related records or systems or for a list of individuals must provide the district with either:

- A. A sworn statement, signed under penalty of perjury and verified by the district, that the employee or a dependent of the employee is a survivor of domestic violence, sexual assault, sexual abuse, stalking, or harassment, and notifying the district as to why the employee has a reasonable basis to believe that the risk of domestic violence, sexual assault, sexual abuse, stalking or harassment continues to exist; or
- B. Proof of the employee's participation or the participation of a dependent in the address confidentiality program under chapter 40.24 RCW.

A sworn statement provided under this procedure expires after two years, but may be subsequently renewed by providing a new sworn statement to the district. A sworn statement is "verified" if the district confirms that the sworn statement identifies the alleged perpetrator or perpetrators by name and, if possible, image or likeness, or that the district obtained from the employee a police report, protection order or petition, or other documentation of allegations related to the domestic violence, sexual assault, sexual abuse, stalking, or harassment.

The exemption described above does not apply to public records requests from the news media as defined in RCW 5.68.010(5).