



Policy: Workplace Violence Prevention

Approved by Governing Council: 8.13.25

Policy Statement

Siembra Leadership High School prohibits violence in the workplace. Any act or threat of violence, whether on or off school property, during or outside of working hours, and regardless of intent, will not be tolerated. This includes behavior by employees, vendors, contractors, volunteers, and visitors.

Purpose

To provide a safe, secure, and respectful working environment for all employees, students, contractors, and visitors by clearly defining and prohibiting all forms of workplace violence.

Scope

This policy applies to all employees, interns, volunteers, contractors, vendors, and any individual conducting business with or participating in activities related to Siembra Leadership High School. It applies to all work locations including school buildings, offices, events, virtual spaces, and off site activities.

Definitions

Workplace violence includes but is not limited to:

- Physical acts such as hitting, shoving, or grabbing
- Threats of violence, whether verbal, written, or implied
- Harassment, intimidation, or stalking
- Making threatening phone calls or messages
- Damaging or threatening to damage school property
- Possession or misuse of weapons on school property





- Hostile behavior that creates a reasonable fear of harm

Expectations

- Treat others with respect and professionalism at all times
- Refrain from fighting, horseplay, or aggressive behavior
- Immediately report suspicious behavior or activities

Reporting Procedures

- Report any threats or acts of violence, direct or indirect, to a supervisor, manager, or human resources
- Include detailed and specific information when making a report
- Reports may involve anyone including students, employees, family members, or members of the public
- Anonymous reporting is allowed, but direct communication is encouraged

Investigation and Response

- Siembra will investigate all reports promptly and thoroughly
- The identity of the person reporting will be protected as much as possible
- Employees may be placed on leave with or without pay during the investigation
- Cooperation with the investigation is required

Disciplinary Action

Any person responsible for threats or acts of violence will face disciplinary action up to and including termination and may be referred to law enforcement.





Fitness for Duty

A fitness for duty evaluation may be required before an employee is allowed to return to work following an incident.

Annual Review

This policy will be reviewed every year by the Chief of Staff and the Director of Operations to ensure compliance, relevance, and alignment with best practices.

