

Workplace Violence Prevention Policy Statement

The Renaissance Charter School (“Renaissance”) is committed to the safety and security of our employees. Workplace violence presents a serious threat to the safety of our teachers, staff, and students and the goal of this policy is to promote the safety and well-being of everyone in our workplace. This workplace violence prevention policy is designed to meet the requirements of New York State Labor Law 27-b and highlights some of the elements that are found in our Workplace Violence Prevention Program.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment. Workplace violence includes but is not limited to:

- Any verbal or physical attempt or threat to inflict physical injury upon an employee;
- Any intentional display of force which gives an employee reason to fear or expect bodily harm;
- Any intentional, wrongful and nonconsensual physical contact with a person that causes injury; and
- Stalking an employee to cause fear of harm to an employee’s physical safety and health.

All employees are responsible for creating an environment of mutual respect for each other, following all workplace policies, procedures and practices, and for maintaining a safe and secure work environment.

All incidents of violence or threatening behavior must be reported and will be responded to and investigated immediately upon notification. All teachers and staff are responsible for reporting any violent incidents or threatening behavior, including threats they have witnessed, received, or have been told about by another person. To report an act of workplace violence, please contact **[insert name of contact person here and how to contact them]**.

Teachers and staff must participate in an annual Workplace Violence Prevention training. New hires will participate in the training as part of their orientation to Renaissance and then annually thereafter.

In accordance with regulatory requirements, Renaissance will also work with employees to develop its Workplace Violence Prevention Program through an Authorized Employee Representative. This Authorized Employee Representative will assist Renaissance in:

- Evaluating the physical work environment to determine workplace violence risk factors;
- Developing its Workplace Violence Prevention Program; and
- Reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and evaluate the effectiveness of safeguards and actions taken to reduce the risk of workplace violence.

If you have any questions about this policy, please contact **[insert name of person here]**.