

Mountain View Los Altos High School District Workplace Violence Prevention Policy

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I. POLICY

As outlined in the Mountain View Los Altos High School District (MVLA) Illness and Injury Prevention Plan (IIPP), MVLA employees are expected to help build a harmonious safe work environment. As part of this commitment to building a safe work environment, MVLA forbids violent behavior on the District's premises or in District workspaces. This includes harassing, threatening verbally or physically, fighting, hitting or physically harming another employee or student. In addition, weapons or look alike weapons are prohibited on District property. Similarly, employees may not use any company resources to threaten, harass, intimidate, stalk or otherwise harm or threaten another employee, student or member of the school community, whether or not these actions occur in District workspaces.

This policy applies to all members of the MVLA workforce and all individuals with permanent or temporary access to MVLA.

In its discretion, and subject to local law, MVLA will take corrective action for violations of the policy. Corrective actions may include, but are not limited to, referral to law enforcement, termination of employment, termination of contract, removal from premises, performance management and/or written warnings.

II. DEFINITIONS

A. Workplace Violence

1. Any act or attempted act involving physical force that results in - or has a high likelihood of resulting in - injury, psychological trauma, or stress, regardless of whether the person sustains an injury.
2. Threats of violence, defined as any verbal or written statement, including texts, electronic messages, social media messages, other online posts, or any behavioral or physical conduct that conveys, or reasonably could be perceived to convey, intent to cause or place someone in fear of physical harm, and that serves no legitimate purpose.
3. Incidents involving the threat, physical presence, or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the use of the weapon or weaponized object results in injury to others or property damage.

B. District Workspace

1. Physical and digital environments where full time employees, temporary workers, vendors, interns, volunteers and independent contractors perform work-related activities or are present as a condition of employment.
2. Examples of physical workspaces include District offices, school campus, perimeters, parking lots, MVLA transportation, District travel locations, work-related events (on or off District property) including meetings, conferences, celebrations, and casual gatherings.
3. Examples of digital workspaces include all activities and interactions on MVLA devices, District networks, internal tools or products. All digital communications between employees are subject to this policy, even if taking place outside of MVLA devices, MVLA networks, and/or MVLA physical workspaces.

III. REPORTING

For a life threatening emergency, call 911 or the relevant local emergency services, then notify an administrator.

For non-emergencies, individuals who believe that they have experienced or witnessed conduct that they believe is contrary to MVLA's workplace violence policy should report such issues to an administrator, directly to HR or using the District's confidential reporting tool. Members of the extended workforce should also report concerns to their employer in addition to reports made to MVLA.

Administrators or other recipients of such reports are expected to listen to the concerns and frustrations of employees and act quickly if an employee, visitor, volunteer, student or other individual covered by this policy appears to have violated this policy.

An administrator or a Human Resources representative will promptly and thoroughly investigate all reported incidents or suspected incidents of workplace violence involving individuals covered by this policy. Such incidents will also be reported to the Office of Human Resources.

Where desired and feasible, the identity of the individual making a report will be protected, although complete confidentiality cannot be guaranteed. In order to maintain workplace safety and the integrity of its investigation, MVLA may suspend employees suspected of workplace violence, either with or without pay, pending the outcome of an investigation.

As a reminder, MVLA prohibits retaliation against any full-time employees, part-time employees, temporary workers, vendors, volunteers, independent contractors, or interns who report, or participate in an investigation of, a possible violation of any company policy.

IV. MITIGATION AND RESOURCES

Following escalation of an incident or suspected incident of workplace violence, MVLA will explore mitigation strategies to best support the needs of victims and ensure the safety of employees and workspaces. Mitigation strategies may include engagement with law enforcement as needed.

MVLA recognizes that victims of workplace violence may need time off to obtain assistance to help maintain their safety and that of their family. MVLA will collaborate with employees to provide reasonable and flexible accommodations where the employee is a victim of workplace violence.

Employees can take advantage of the below internal and external resources:

- Employee Assistance Program
- [National Domestic Violence Hotline](#)
- Workplace Violence Prevention Program training and resources
- MVLA Illness and Injury Prevention Plan (IIPP)