

MERIDEN PUBLIC SCHOOLS WORKPLACE VIOLENCE PREVENTION

The Meriden Public Schools provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of the workplace violence prevention procedures. The Meriden Public Schools will not tolerate verbal or physical intimidation, harassment, or threats of violence toward any employee. Accordingly, all acts or threats of violence, whether explicit or implicit, will be taken seriously.

Prohibited Conduct

For school district purposes, a threat or act of violence shall include, but not be limited to the following:

- Any statement (oral, written or posted electronically, e.g. via email), act or gesture intended to harass or intimidate another person (note - the district also maintains a strict prohibition on sexual harassment and harassment on the basis of a person's protected class status);
- any act or gesture likely to damage company property or the property of co-workers, staff, students or visitors to school property; or,
- any statement (oral, written or posted electronically, e.g. via email), act or gesture likely to leave another person injured or fearing injury.

All employees are responsible for helping to maintain a violence-free workplace. To that end, each employee is required to govern himself or herself accordingly at all times and wherever school business is carried out.

In addition, any employee experiencing any act or threat of violence is asked to report such act or threat to his or her immediate supervisor, or other designated manager/supervisor, or directly to the Meriden Public Schools Personnel Office, 22 Liberty Street, Meriden, CT.

Such reports will be kept confidential to the extent possible, recognizing the need to investigate. Any form of retaliation against an employee for making a good faith report under this policy is prohibited and will be treated as a separate violation. Each such report will be investigated, and appropriate action will be taken.

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Complaint Procedure

1. It is the express directive of the Meriden Public Schools to encourage victims of workplace violence to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints.
2. As soon as an employee feels that he or she has been subjected to workplace violence, he/she should make a written complaint to the building principal, or his/her designee, or directly to the Meriden Public Schools' Personnel Office, 22 Liberty Street, Meriden, CT.
3. The complaint should state the:
 - A. Name of the complainant,
 - B. Date of the complaint,
 - C. Date(s) of the alleged incident,
 - D. Name(s) of the accused,
 - E. Location where such incident occurred,
 - F. Names of any witness(es) to the incident, and
 - G. Detailed statement of the circumstances constituting the alleged workplace violence.

COMPLAINT FORM REGARDING WORKPLACE VIOLENCE

Name of the complainant _____

Date of the complaint _____

Date of the alleged incident _____

Name or names of the accused _____

Location where such incident occurred _____

Name(s) of any witness(es) to the workplace violence _____

Detailed statement of the circumstances constituting the alleged workplace violence incident
