

MADISON METROPOLITAN SCHOOL DISTRICT

HUMAN RESOURCE POLICIES AND PROCEDURES

Subject:	ZERO TOLERANCE FOR WORKPLACE VIOLENCE	Policy #: 4.10
Source(s):	N/A	

ZERO TOLERANCE FOR WORKPLACE VIOLENCE

The goal of this policy is to provide for a safe workplace free from aggressive, threatening, or violent acts. Because the Madison Metropolitan School District (MMSD) is committed to creating and maintaining a working and learning environment which is free from violence, the MMSD has **zero tolerance** for threats or acts of violence, including intimidation, harassment, or coercion, against members of its school community.

Prohibited Acts:

For the purposes of this policy, violence is defined as the deliberate and wrongful violation, damage, or abuse of other persons, self, or property and includes threats of violence. Acts of violence and threats may be verbal (such as threats, harassment, abuse, and intimidation), non-verbal (such as gestures and intimidation), physical (such as hitting, pushing, shoving, kicking, touching, and assault), or other (such as arson, sabotage, vandalism, and stalking). Acts of violence and threats may be against District staff, co-workers, students and/or non-district persons. Threats or acts of violence prohibited under this policy include, but are not limited to, the following:

- Acts of physical violence;
- Threatening to harm an individual or her/his family, friends, associates, or their property;
- The intentional destruction or threat of destruction of property owned, operated, or controlled by the MMSD or by an employee of the MMSD;
- Making harassing or threatening telephone calls, letters, or other forms of written or electronic communications;
- Harassing surveillance, also known as “stalking”, the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety;
- Unauthorized possession or use of weapons in violation of Board Policy 4234.

Any MMSD employee found to have engaged in any of the above prohibited acts will be disciplined, up to and including, discharge.

Covered Persons:

The MMSD’s prohibition against threats and acts of violence applies to all persons involved in the District’s operation, including but not limited to:

- All District personnel;
- All contracted employees;

- Anyone on District property or involved in a school sponsored activity;
- Anyone acting as a representative of the MMSD, whether or not on District property;
- Anyone acting off of District property when her or his actions affect the interests of the MMSD.

Reporting Requirements:

Each employee of the District, every person doing business with the District, and every person on MMSD property is encouraged to report all incidents of threats or acts of violence of which she or he is aware. In cases where the reporting individual is not a MMSD employee, the report should be made to the Assistant Superintendent for Business Services (663-1634) or Human Resources (663-1864). In cases in which the reporting individual is a MMSD employee, the report should be made to the reporting individual's immediate supervisor, a management level supervisor if the immediate supervisor is not available, or the MMSD Department of Human Resources at 663-1864. All supervisors are responsible for responding promptly and appropriately to incidents of harassment, threats, and acts of violence. Referrals to the District's Employee Assistance Program (EAP) may be appropriate for stress debriefing sessions after critical incidents.

No person who files a report, testifies, assists, or participates in any manner in an investigation, proceeding or hearing, shall be intimidated, threatened, coerced, retaliated or discriminated against by any covered person.

Nothing in this policy supercedes any other reporting obligations defined by City Ordinances, State Statutes, Federal legislation, or other applicable law.

For more information:

Please contact the Department of Human Resources at any time with questions, concerns, or to report an incident, at 663-1864.

March, 2003