## WORKPLACE VIOLENCE / WORKPLACE SECURITY PREVENTION PLAN

### Statement of Policy

This policy applies to all employees, including supervisors and managers. The prohibition on workplace violence also extends to violent acts or threats of violence by or against third parties on Employer premises.

### Definitions

*Employees* refer to all employees, including coworkers, supervisors, management, and officers.

*Threat* refers to an expression of intention to scare, frighten, terrorize, or harm another. This includes hand gestures, words, and body language.

*Violence* refers to an act of physical force used to harm or injure another.

### Prohibited Activities

The following conduct is strictly prohibited:

* Employees may not explicitly or implicitly threaten or commit an act of violence against another person.
* Employees may not make threatening remarks either orally or in writing to another person.

Violent or threatening behavior includes, but is not limited to:

* Making threats of physical violence against oneself or others, whether the threats are verbal, written or part of a physical gesture or action.
* Displaying threatening, physically aggressive, or violent behavior that intimidates or instills fear in others.
* Engaging in other hostile behavior, including belligerent speech that may reasonably provoke a physical reaction.
* Using any object in a threatening or violent manner.
* Sabotaging or defacing Employer property or causing physical damage to Employer’s facilities.
* Bringing firearms, explosives, or weapons of any kind onto the organization’s property or possessing the same while conducting business for the organization. This prohibition is applicable to any employee-owned vehicle parked on the organization’s property, such as parking lots, except where expressly permitted by law. Employer reserves the right, in its discretion, to determine that workplace safety, security, or other exigent facts warrants permitting a designated employee to carry a firearm on work premises. Such express permission must be in writing and may only be provided to an employee who is duly-licensed to carry a firearm. Otherwise, there are no circumstances where employees are permitted to bring firearms, explosives, or weapons of any kind into Employer’s facilities.

### Supervisor Responsibility

Each supervisor is responsible for creating an atmosphere that will prevent threatening behavior and acts of violence. These responsibilities include:

* Monitoring the work environment for signs of inappropriate behavior.
* Counseling all employees on the types of prohibited behavior and the procedure for reporting and resolving complaints. Supervisors must also inform employees that complaints reported anonymously cannot be investigated.
* Stopping any observed prohibited acts by taking the appropriate steps to intervene, documenting the incident, and reporting the incident to a supervisor or the Human Resources Director, who will then conduct an investigation and resolve the situation as quickly as possible.
* Taking immediate action to limit further contact between individuals when misconduct is either observed or reported.
* Educate department staff on evacuation and shelter in place action plans.
* Implement evacuations or shelter in place action plan when necessary.

### Employee Responsibility

Every employee is responsible for assisting in the prevention of threatening behavior and acts of violence. This includes:

* + Refraining from participation in or the encouragement of actions that could be perceived as threatening or violent.
	+ If comfortable doing so, telling the person(s) who makes the threat that his/her actions are unwelcome and offensive.
	+ Assisting an employee whom confides in you that he/she is a victim and encouraging him/her to report the incident to a supervisor or manager.
	+ Complying with alarm notifications for evacuation or shelter in place situations. *Note: Fire alarm indicates the need to evacuate the building, while the panic alarm indicates the need to refrain from the main building entrance.*

### Reporting Procedures

If you are threatened, a victim of a violent act in the workplace, or if you observe behavior that is violent or potentially violent, report it immediately to your supervisor, your Human Resources Director, or any other member of management. This includes threats or violent acts by coworkers, customers, visitors, or others who have come onto our premises. The following procedure should be used to report complaints:

* Employees should report any threat of violence to a supervisor or manager as soon as possible, even if they discussed the matter directly with the individual(s) involved.
* If the supervisor or manager is involved in the threat or if the employee is uncomfortable reporting the matter to his/her supervisor or manager for any reason, it should be reported to his/her Human Resources Director.
* If the above options are not suitable for the employee or if he/she has difficulty reporting workplace violence issues to someone locally, he/she should call the Human Resources department directly at (916) 733-0239 or use the Ethics toll-free hotline 1- 844-300-1077. The Ethics Hotline is accessible 24 hours a day, 7 days a week and is operated by an independent company. All calls are anonymous unless the caller chooses to identify himself/herself. Keep in mind that complaints reported anonymously cannot be investigated.
* If the employee believes a crime has been committed, they should also notify the proper law enforcement agencies immediately.
* Employees may be asked to provide the following information when reporting threats or threatening conduct:
* The date(s), time(s) and location(s) of the incident(s) that took place.
* A description of the incident including any physical contact made and what was said and/or done.
* The name(s) of anyone present during the incident.
* It is imperative the employee immediately reports conduct that he/she feels is threatening. Any such complaint will be investigated promptly and, if found to have merit, immediate steps will be taken to end the threat(s) or threatening conduct and, where appropriate, disciplinary action up to and including discharge will be taken.
* The complaint and the complainant’s identity will be revealed within the organization strictly on a “need to know” basis and, under no circumstances, will the complainant be subject to retaliation for registering the complaint.

Employer does not tolerate retaliation against an employee who reports workplace violence. All reports of workplace violence will be taken seriously and will be thoroughly investigated, and all complaints reported will be treated with as much confidentiality as possible. Moreover, we will not tolerate retaliation against any employee who in good faith reports workplace violence, potential threats of violence, or who in good faith serves as a witness or otherwise in good faith participates in an investigation. At the conclusion of the investigation the employer will inform the reporter of the results. If the organization determines that workplace violence has occurred, the organization will take all appropriate action it deems necessary and appropriate under the circumstances. Such action may include, but is not limited to:

* Suspension, termination, or other disciplinary action as appropriate.
* Removal from the premises or withdrawal of consent to enter or be present on the premises pending the outcome of an investigation and thereafter, if required.
* Notification of security and law enforcement agencies of any threats and violent acts, and initiation of criminal arrests and prosecutions.
* Reassignment/relocation of personnel or job duties, if required.
* Termination of any business relationship.
* Any other action Employer deems to be necessary or required under the circumstances.

An employee who believes that he or she may have a problem that could lead to violent behavior is encouraged to use Employer’s confidential employee assistance program (EAP). EAP can be reached at 1-888-293-6948. For further information regarding this program, please contact the Human Resource Director.

**Risk Reduction Measures**

***Hiring***

The Lay Personnel and Safe Environment Departments take reasonable measures to conduct background investigations to review candidates’ backgrounds and to reduce the risk of hiring individuals with a history of violent behavior.

***Safety***

The organization conducts annual inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

***Employees at risk***

The Lay Personnel Department will identify and maintain a list of employees who have been determined to be at risk for becoming victims of violence because of the nature of their job or because they are subject to harassment, violence or threats from a nonemployee. Lay Personnel and security will design a plan with at-risk employees to prepare for any possible emergency situations.

### Review of Procedures

### The Safety Committee meets quarterly to review and discuss the current safety protocols. Every employee is encouraged to inform the Safety Committee of any suggestions or concerns. An employee may submit a suggestion or concern directly to a committee member, through the suggestion box, or by email. Any revisions of the current safety protocols will be distributed electronically and reviewed at the All-Staff Safety Meeting. Members of the Safety Committee responsible for this plan are as follows:

### Anna Schiele – Director of Lay Personnel

### Glen Faulkner – Security Coordinator

### Tiffany Eilhardt – Assistant Property and Construction Manager

### Rosa Miramontes – Benefits Manager

### Geralyn “Gigi” Grape – Associate Director of Operations, Catholic Foundation

### Jennifer Hernandez – Administrative Assistant, Catholic Schools Department

### Jazmine Ortiz – Assistant Coordinator of Youth Ministry & Faith Formation

### Violations of Policy

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Nonemployees engaged in violent acts on the employer’s premises will be reported to the proper authorities and fully prosecuted.