



DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0100 • Fax 916/733-0195

LAY PERSONNEL

January 2, 2024

To: Pastors, Parochial Administrators, Parish Stewards, Agency Directors, Office Managers, and School Principals

FR: Anna Schiele

RE: **Workplace Violence/Workplace Security Prevention Plan**

In compliance with the newly signed law requiring employers to adopt workplace violence prevention plans, we have developed the Workplace Violence/Workplace Security Prevention Plan document. You may access the form through the following link,

<https://www.scd.org/sites/default/files/2023-12/IIPP%20Workplace%20Safety%20Policy%20Template.docx>. For your ease we have highlighted the sections of the document that you will need to modify for your site-specific information.

Friendly reminders:

1. A copy of this plan is to be kept in the IIPP Binder.
2. Each employee at the time of hire should be provided with the IIPP Binder to review.

If you have any questions or concerns, please contact the Office of Lay Personnel by email at personnel@scd.org or by phone at 916.733.0239.