

**PROHIBITION OF WORKPLACE VIOLENCE**

LEARN, in order to provide a safe and productive work environment, hereby adopts the following policy regarding workplace violence.

Each employee shall have the right to work in an environment free from violence. Employees are prohibited from committing any act of violence on or towards another person at any LEARN location or worksite. Violence is defined under this policy as acts of physical force against a person; assault; battery, intentionally placing hands upon another with the intent of harming another; intentionally causing harm to another through using any device, weapon, or object; provoking another employee or individual to harm another person.

Each employee shall have the right to work in an environment free from threats of violence and from verbal abuse. Threats of violence shall be defined as the use of words or phrases indicating an intent to do physical harm to another. Verbal abuse shall include use of obscene or offensive language designed to humiliate, denigrate, belittle or provoke another person. This shall include the use of racial epithets.

Any employee who witnesses or is subject to an act of violence, use of threatening language, or verbal abuse as described in this policy shall immediately notify their supervisor of such act. An employee may choose to directly notify the Director of Executive Services and/or the Executive Director. Any supervisor so notified shall take any necessary remedial measure to ensure the safety of employees and other persons in the immediate area and shall immediately inform the Executive Director and the Director of Executive Services. The Executive Director and/or his/her designee shall promptly investigate the report and take all necessary appropriate actions.

Any employee who violates this policy will be subject to the imposition of discipline, up to and including termination.

Policy adopted: 1/13/00

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