



Book	BYLAWS AND POLICIES
Section	4000 CLASSIFIED STAFF
Title	WORKPLACE CONDUCT AND VIOLENCE PREVENTION
Number	4362.01
Status	Active
Legal	IC 20-20-33-9-2 et seq., 34-30-2-85.1, 35-45-2-1
Adopted	November 17, 2020

1) **General**

- a) Edison School of the Arts is committed to preventing workplace violence and to maintaining a safe work environment. Therefore, the following policy has been adopted to address intimidation, harassment, or the threat of or actual violence.
- b) All employees, including supervisors and temporary employees, should be treated with courtesy and respect.

2) **Prohibited Conduct**

- a) Words or conduct that threaten, intimidate, or coerce an Edison School of the Arts employee, student, student's relative or guardian, vendor, contractor, or volunteer at any time, or a member of the public while on Edison School of the Arts property or attending an Edison School of the Arts-sponsored event, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's gender, sexual orientation, race, age, or any characteristics protected by Federal, State, or local law. This policy, however, is not intended to and does not supersede other Edison School of the Arts policies prohibiting discrimination and harassment.

Employees must refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Edison School of the Arts unless expressly authorized by other Edison School of the Arts policies.

3) Reporting Prohibited Conduct

- a) Edison School of the Arts encourages employees to bring disputes or differences with other employees to the attention of their supervisors or the Human Resources Division before the situation escalates into potential violence.
- b) Edison School of the Arts is eager to assist in the resolution of employee disputes, and will not discipline, solely for bringing forth a complaint, those employees who, in goodfaith, raise such concerns.
- c) This policy also requires all individuals who apply for or obtain a protective or restraining order which lists Edison School of the Arts location as protected areas, to provide to their supervisor and School Police a copy of the petition and declarations used to seekthe order, a copy of any protective or restraining order which is made permanent.Edison School of the Arts understands the sensitivity of the information requested and will recognize and respect the privacy of the reporting employee(s).

4) Definitions

- a) Intimidate - Persuade or dissuade by frightening. To persuade somebody to dosomething or dissuade somebody from doing something by frightening him/her.
- b) Suspicious - Tending to suspect. Inclined or tending to believe that something iswrong. Questionable, distrustful, out-of-place.
- c) Weapons - Any kind of object or instrument capable of inflicting serious bodilyinjury, including "look-a-like" weapons.