



## Workplace Violence Prevention Policy and Plan

### 1. Purpose

The purpose of this Workplace Violence Prevention Policy (WVPP) is to establish procedures to prevent, identify, and respond to workplace violence at Allegiance STEAM Academy Thrive. We are committed to providing a safe and secure environment for our employees, students, and visitors. This policy outlines the responsibilities and actions necessary to ensure the safety and well-being of all individuals within our organization.

### 2. Scope

This policy applies to all employees, contractors, volunteers, and visitors of Allegiance STEAM Academy Thrive, covering both our schools and any associated facilities.

### 3. Definition of Workplace Violence

Workplace violence is defined as any act or threat of physical violence, harassment, intimidation, or other disruptive behavior that occurs in the workplace. It can include but is not limited to:

- Physical assaults or threats of assault
- Verbal threats or harassment
- Intimidation or bullying
- Stalking
- Vandalism or sabotage

### 4. Policy Statement

Allegiance STEAM Academy Thrive strictly prohibits workplace violence and is committed to providing a safe work environment free from threats and acts of violence. All employees are encouraged to report any acts or threats of violence immediately. Retaliation against anyone who reports an incident of workplace violence will not be tolerated.

### 5. Responsibilities

#### 5.1 CEO and COO Responsibilities

The CEO and COO of Allegiance STEAM Academy Thrive are responsible for the implementation, monitoring, and enforcement of the WVPP. Their responsibilities include:

- Developing and maintaining the WVPP.
- Conducting regular risk assessments and safety audits.



- Providing training and resources to employees on workplace violence prevention.
- Ensuring compliance with all relevant laws and regulations.
- Responding to incidents of workplace violence and coordinating investigations.
- Reviewing and updating the policy as necessary to address emerging risks.

## 5.2 Supervisors and Managers Responsibilities

Supervisors and managers are responsible for:

- Promoting a safe and respectful work environment.
- Reporting any observed or reported incidents of workplace violence to the CEO or COO.
- Supporting employees who report workplace violence or are involved in incidents.

## 5.3 Employee Responsibilities

Employees are responsible for:

- Reporting any incidents or threats of workplace violence to their supervisor, the CEO, or the COO.
- Participating in workplace violence prevention training.
- Adhering to the procedures and guidelines outlined in this policy.

## 6. Reporting Procedures

Employees should report incidents of workplace violence immediately to their supervisor, the CEO, or the COO. Reports can be made verbally or in writing and should include the following information:

- The date, time, and location of the incident.
- A description of the incident and those involved.
- Any witnesses to the incident.

## 7. Investigation and Response

All reports of workplace violence will be taken seriously and investigated promptly by the CEO or COO. The investigation will include:

- Interviews with the parties involved and any witnesses.
- Review of relevant documents and evidence.
- Assessment of any need for immediate safety measures.

## 8. Prevention and Training

Allegiance STEAM Academy Thrive will provide regular training to employees on workplace violence prevention, including:



- Recognizing signs of potential violence.
- De-escalation techniques.
- Reporting procedures and response protocols.

#### 9. Policy Review and Updates

This policy will be reviewed annually by the CEO and COO to ensure its effectiveness and compliance with current laws and best practices. Updates will be made as necessary.

#### 10. Conclusion

Allegiance STEAM Academy Thrive is committed to maintaining a safe and secure environment for everyone. By adhering to this policy and working together, we can prevent workplace violence and ensure a positive and productive work environment.