

# POLICY

2024

6190

Personnel

## **SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY**

The Alfred-Almond Central School District is committed to establishing and maintaining a safe and secure workplace for employees, students, and the community. The following policy identifies the District's workplace violence prevention program's goals and objectives.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where employees perform any work-related duty in the course of their employment, including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without their consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

All employees are responsible for notifying their supervisor, building principal, superintendent, and/or a designated contact person (see below) of any violent incidents or threatening behavior in the workplace, including threats they have witnessed, received, or have been told that another person has witnessed or received. All acts of workplace violence will be promptly and thoroughly investigated, and appropriate action will be taken, including contacting law enforcement where necessary.

Designated Contact Person: Kathryn Kruger

Title: Business Manager

Department: Business Office

Phone: 607-276-6513

E-mail: kkruger@aacsapps.com

In accordance with New York Labor Law §27-b, the District will develop and implement a Workplace Violence Prevention Program to comply with the law and its implementing regulations. The Program will include elements required by law and regulation, including:

- a. A statement regarding the risk factors present in the workplace;
- b. Methods the District will use to prevent and address incidents of violence in the workplace, including specifically identified hazards;
- c. A system to report workplace violence incidents in writing;
- d. A written outline for employee training; and
- e. A plan for annual program and review.

This policy will be posted where notices to employees are normally posted.

Ref: Labor Law §27-b  
12 NYCRR §800.6

Adoption date: 2/14/24