

POLICY MEMORANDUM

Branch	Human Resources	Number	12-052
Division	Equal Employment Opportunity	Effective Date	<u>1/15/2013</u>

Title Zero Tolerance Workplace Violence Prevention Policy

Policy It is the policy of the California State Teachers' Retirement System (CalSTRS) to conduct business, provide services, and protect its employees, contractors and the public from harm by providing a safe and secure work environment. CalSTRS has zero tolerance for acts of violence, threats, and intimidation. All employees are expected to treat co-workers, members, visitors and other third parties responsibly and respectfully.

Violence, threats and intimidation are unacceptable and will not be tolerated. Any person who engages in such conduct may be subject to disciplinary action, including, but not limited to, dismissal from state service and criminal prosecution where appropriate.

In accordance with the California Penal Code, CalSTRS prohibits the possession of any and all weapons in the workplace.

Requirements **Prohibited Acts Under the Policy**

For purposes of this policy, "violence" is defined to include any physical act which may cause physical or mental injury/harm; any verbal or written threat; and any other intimidating behavior. Some examples of prohibited acts under this policy include, but are not limited to:

- Engaging in any form of violence
- Threatening to harm or injure another person or any property of CalSTRS or another person
- Engaging in threatening or bullying behavior towards another person
- Making disparaging or derogatory comments or slurs about another person
- Blocking or impeding the movement of another person

Prohibited Acts Under the Policy (continued)

- Using any weapon or instrument to threaten or injure another person; weapons include, but are not limited to, guns, knives, clubs, explosive devices and any other item used to threaten or inflict harm on another person

Responsibility

Equal Employment Opportunity (EEO) Officer

The EEO Officer is responsible for the collection and review of CalSTRS Incident Report(s) and witness statements. The EEO Officer may interview witnesses and assess potential policy violations.

CalSTRS Safety Officer

The Safety Officer is responsible for communicating with law enforcement and the Building Security Office about workplace violence issues.

Supervisors

Supervisors who observe conduct that may violate this policy must assess the situation immediately and take appropriate action. At a minimum, supervisors should immediately notify the EEO Officer and complete a CalSTRS Incident Report. When it appears there is an imminent risk of harm to another person, a supervisor should contact law enforcement. Imminent risk of harm means an immediate, real threat to one's safety.

Note: Copies of all documentation of an incident, regardless of its severity, must be forwarded to the EEO Office.

Employees

All threats and incidents of workplace violence should be taken seriously. All employees are encouraged to report suspicious persons in the area and alert the proper authorities when necessary. If there is a risk of imminent harm, an employee should call 9-911 for the California Highway Patrol (CHP), and then immediately notify the CalSTRS Safety Officer at (916) 730-7968 and the EEO Officer at (916) 414-4933.

Employees or contractors who experience any conduct that may violate this policy should report the incident to their immediate supervisor, any other supervisory employee, or the EEO Officer, and complete a CalSTRS Incident Report. The names of the involved parties, what occurred, when it occurred, where the event took place, the details of the incident and, if known, the reason why the incident occurred, must be documented.

Incidents may be reported anonymously. However, anonymity cannot be guaranteed where administrative and/or legal action is taken.

CalSTRS will not tolerate any reprisals, threats, coercion or similar acts against individuals who make a good faith complaint under this policy.

Corrective Action

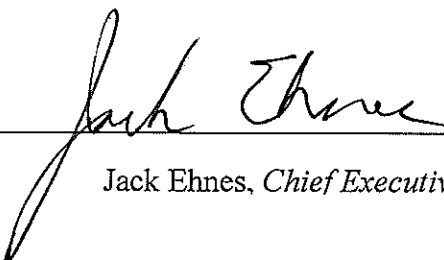
If Human Resources and/or the CHP determine that an employee or any third party (including contractors) has engaged in conduct that violated this policy, CalSTRS will take appropriate corrective action.

Form

CalSTRS Incident Report

References Penal Code Sections 71, 171b and 12020
California Labor Code Section 6400
Memorandum of Understanding with Units 1, 4, and 14
State of California Workplace Violence Prevention Guideline and Model Program
Government Code Section 19572

Approved



Jack Ehnes, *Chief Executive Officer*