

# Multnomah Education Service District

Code: **JFCM/GBEAAA**  
Adopted: 12/15/09

## Workplace Violence

Multnomah Education Service District recognizes the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work, as well as employee productivity. Employees are expected to conduct themselves in a manner that is respectful, courteous and professional and no one in the organization is to exhibit behavior that poses a direct threat to the health or safety of others in the workplace. Abusive behavior that threatens or otherwise intimidates others, whether toward another employee or supervisor, will not be tolerated and will be grounds for discipline up to and including discharge.

Illustrations of workplace violence include but are not limited to:

1. Any hostile physical contact such as hitting, fighting, pushing, shoving, or throwing of objects;
2. Any expression of threatening language that implies a present or future intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating has the present ability to do harm or without regard to whether the expression is contingent, conditional, or future;
3. Any behavior or acts that contribute to the destruction of or damage to private or MESD property.
4. Any harassing act, behavior or communication designed or intended to intimidate, menace, or frighten another person; and,
5. Any harassing act, behavior, or communication that otherwise disrupts the work tasks of an individual or group of individuals within MESD's workforce.

Supervisors have the responsibility to:

1. Give full attention to encouraging work environments safe from violence, threats and harassing/aggressive behavior.
2. Periodically inform employees about this policy.
3. Be aware of potential situations or conditions where violence, threats, and harassment of employees might occur, and take preventative or corrective steps, including notifying the department director or administration immediately of any allegations of violence, threats, or harassment, verbal or written.

4. Be alert to the possibility of violence, threats, and harassment on the part of employees, former employees, customers, and other third parties, and taking preventive and/or corrective action, including notifying the department director or administration immediately of any allegations of violence, threats, or harassment, verbal or written.

All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with MESD or which threaten the safety, security or financial interests of MESD. Employees who experience or witness any situations that may occur which present a risk of harm to employees and others, including behavior or threatening communication must immediately report to any of the following individuals: immediate supervisor, department director or superintendent or designee. MESD will not retaliate against anyone for filing a complaint and will not tolerate or permit retaliation by supervisors, employees, co-workers or non-employees including component school district personnel, vendors and contractors.

Any supervisor who observes or receives a complaint of violence, threats, or harassment, or who has reason to suspect that these acts or behaviors are occurring, must immediately notify the department director or superintendent or designee.

All reports of allegations or actual incidents of violence, threats or harassment will be taken seriously and assessed promptly. MESD may also at any time search MESD's property, including desks, work areas, lockers, file cabinets, voice mail systems and computer systems.

In instances where someone has perpetrated violent acts or made direct threats, the individual will be removed from the workplace.

Any employee who is found, after investigation, to have known about or otherwise had information about violence, threats, or harassment, but failed to follow this policy, will be subject to discipline, up to and including discharge.

END OF POLICY

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**Legal Reference(s):**

[ORS 161.015](#)  
[ORS 166.210 - 166.370](#)  
[ORS 334.125\(7\)](#)  
[ORS 339.115](#)  
[ORS 339.240](#)  
[ORS 339.250](#)  
[ORS 339.260](#)

[ORS 339.327](#)  
[ORS 809.060](#)  
[ORS 809.260](#)

[OAR 581-021-0050 to-0075](#)  
[OAR 581-053-0010](#)  
[OAR 581-053-9915](#)  
[OAR 581-053-0545\(4\)\(c\)\(W\)](#)  
[OAR 581-053-0550\(5\)\(v\)](#)

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 992(q) (2006).

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 – 1427 (2006).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2006); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2008)

**Cross Reference(s):**

Policy AC - Non-Discrimination  
Policy AC-AR - Non-Discrimination  
Policy BF - Policy Development  
Policy CH - Policy Implementation  
Policy EB - Safety Program  
Policy EBC/EBCA - Emergency Procedures and Disaster Plans  
Policy ECA - Security of Buildings and Grounds  
Policy ECA-AR - Security of Buildings and Grounds  
Policy EI - Risk and Insurance Management  
Policy GBE - Staff Health and Safety  
Policy GBE-AR - Staff Health and Safety – Safety Rules  
Policy GBM - Staff Complaints  
Policy GBM-AR - Staff Complaints (Procedure)  
Policy GCN - Evaluation of Staff  
Policy GCN-AR - Evaluation of Staff  
Policy GCPD - Discipline and Dismissal of Employees  
Policy GCPD-AR - Discipline and Dismissal of Employees  
Policy JECF/GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing  
Policy JECF/GBNA-AR - Hazing/Harassment/Intimidation/Bullying/Menacing  
Policy JECJ - Weapons in the District  
Policy JFG - Student Searches and Questioning  
Policy JFH - Student Complaints  
Policy JFH-AR - Student Complaints  
Policy JG - Student Discipline  
Policy JGD - Suspension  
Policy JGDA/JGEA - Discipline of Students with Disabilities  
Policy JGE - Expulsion  
Policy JHFA - Supervision of Students  
Policy KK - Visitors to MESD Facilities and MESD Occupied Facilities  
Policy KL - Public Complaints  
Policy KL-AR - Public Complaint Procedure  
Policy KLD - Public Complaints About MESD Personnel  
Policy KLD-AR - Public Complaints About MESD Personnel

MESD Emergency Preparedness Guide  
MESD Medical Emergency, Trauma, Earthquake and Evacuation Procedures Guide  
MESD Supervisor Handbook