

SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES

II. PROCEDURES

A. ADMINISTRATIVE PROCEDURES

In keeping with the spirit and intent of this policy, and to ensure that the School for Integrated Academics and Technologies' (SIATech Academy South's) objectives in this regard are attained, it is the commitment of SIATech Academy South:

1. To provide a safe and healthful work environment, in accordance with SIATech Academy South's safety and health policy.
2. To take prompt remedial action, up to and including immediate termination against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
3. To take appropriate action when dealing with customers, former employees, or visitors to SIATech Academy South's facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
4. To prohibit employees, former employees, customers, and visitors from bringing unauthorized firearms or other weapons onto SIATech Academy South's premises or otherwise disrupting any campus or SIATech Academy South facility.
5. To establish viable security measures to ensure that SIATech Academy South's facilities are safe and secure to the maximum extent possible and to properly handle access to company facilities by the public, off-duty employees, and former employees.

SIATech Academy South will not tolerate any type of workplace violence committed by or against its employees. SIATech Academy South's employees that violate this policy will be subject to disciplinary action, up to and including discharge. Prohibited conduct includes those actions which are prohibited in SIATech Academy South personnel policies and specifically includes, but is not limited to:

- Causing or attempting to cause physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another person to emotional distress or causes disruption; or

- Possession of a weapon on the premises or the threat of using a weapon on any SIATech Academy South premises.

In furtherance of this policy, employees have a “duty to warn” their supervisors or human resources representative of any suspicious workplace activities, situations, or incidents that they observe or that they are aware of that involve other employees, former employees, customers, or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, discussion of bringing weapons into the workplace, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. SIATech Academy South will not condone any form of retaliation against any employee for making a report under this policy.

DATE ADOPTED BY THE BOARD: September 15, 2015