

WORKPLACE VIOLENCE PREVENTION PLAN for Ednovate, Inc.

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: 7/1/24

Date of Last Revision(s): 7/1/24

DEFINITIONS

Emergency - Unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log is required by LC section 6401.9.

Plan - The workplace violence prevention plan is required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- **The following four workplace violence types:**

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules that are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, Ashley Mundo, Director of HR, has the authority and responsibility for implementing the provisions of this plan for Ednovate. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)
Kara Maguire	Chief of Staff	Overall responsibility for the plan; <i>approves the final plan and any major changes.</i>
Ashley Mundo	Director of HR	Responsible for employee involvement and training; <i>organizes safety meetings, updates training materials, and handles any reports of workplace violence.</i>
Mide Macaulay (Regional)	Chief of Schools	Responsible for emergency response, hazard identification, and coordination with other employers; <i>conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>
Brett Leghorn (Regional)	Sr. Director of Operations	
Marce Garcia-Karsli (Regional)	Sr. Manager of Operations	
Lorena Gomez	Dean of Operations, Hybrid High College Prep	Responsible for on-site emergency response, and hazard identification and serves as a resource for reporting and WPV protocols.
Janet Kalestian	Dean of Operations, South LA College Prep	Same as above
Patty Iniguez	Dean of Operations, Brio College Prep	Same as above
Liz Arciniega	Dean of Operations, East College Prep	Same as above
Lily Pulido	Dean of Operations, Esperanza College Prep	Same as above
Yaneth Castellanos	Dean of Operations, Encore College Prep	Same as above
Bre'a Campos	Dean of Operations, Legacy College Prep	Same as above

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

Ednovate ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. Management will have quarterly safety meetings with employees and their representatives to discuss the identification of workplace violence-related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures).

- o Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. The training will be provided yearly during back-to-school professional development.
- o For reporting, please report any concerns to HR@ednovate.org. Ednovate HR/Legal Counsel will investigate as appropriate.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures and assist in maintaining a safe work environment by informing a supervisor or HR of any workplace violence violation or issue.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system ensures that employees comply with the rules and work practices that are designed to make the workplace more secure and do not engage in threats or physical actions that create a security hazard for others in the workplace, including at a minimum:

- Training employees, supervisors, and managers in the provisions of **Ednovate** Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. Compliance with the WVPP will be accomplished by regularly evaluating workplace behavior and interactions by administrators. These incidents will be discussed in the quarterly meetings or as needed.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by verbal commendation from the evaluator as needed.
- This section outlines the potential consequences for employees who fail to comply with the established Workplace Violence Prevention Plan (WVPP). Our goal is to maintain a safe and secure work environment for all employees. Active participation and adherence to these guidelines are crucial in achieving this goal.

Specific Consequences:

- **Failure to Attend Training:** Employees who miss mandatory WVPP training sessions without a valid excuse may be subject to disciplinary action, including re-training, verbal or written warnings, or potential suspension.
- **Failure to Report Threats or Incidents:** Employees who fail to report suspected threats, acts of violence, or any concerning behavior as outlined in the WVPP may be subject to disciplinary action, including verbal or written warnings, or potential suspension.
- **Engaging in Threatening or Violent Behavior:** Any act of violence or behavior deemed threatening towards colleagues, clients, or visitors will be investigated immediately and may result in termination of employment, along with potential legal action depending on the severity of the offense.

Escalation of Consequences:

Disciplinary actions will be determined on a case-by-case basis, considering the severity of the non-compliance and any previous offenses. Consequences may be escalated, and termination of employment

remains a possibility for repeated or serious violations of the WVPP.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. This will be accomplished by ensuring that supervisors and employees can communicate effectively and in the employees' first language. Additionally, the information will be provided verbally and in written form.
- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
 - Employees can report a violent incident, threat, or other violence concerns to Ashley Mundo, Director of HR via email or hr@ednovate.org.
 - In the event of an emergency, you can call 911 from your cell phone or any school line.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated by HR in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.
- Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.

COORDINATION WITH OTHER EMPLOYERS

Ednovate will implement the following effective procedures to coordinate the implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, Ednovate will ensure that if its employees experience workplace violence incident, Ednovate will record the information in a violent incident log and shall also provide a copy of that log to the controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Ednovate will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by emailing or verbally updating your manager . If

that's not possible, employees will report incidents directly to the WVPP administrator, Ashley Mundo, Director of HR. Other ways to report include:

- o If you do not believe your supervisor has properly addressed your complaint or concerns, or if you do not wish to discuss your complaint with your supervisor, you should utilize the second method of reporting harassment directly to HR via email.
- o This method of reporting harassment allows you to avoid using the ordinary chain of command and to bypass anyone whom you believe has caused or is responsible for the harassment.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. Ednovate also strictly prohibits retaliating against anyone because they filed a harassment complaint. If you have made a complaint of harassment and believe that you have been retaliated against for making the complaint, please let Human Resources know about this as soon as possible. You may choose to use any of the above methods for making a complaint about retaliation. We will act promptly to assure compliance with our policy prohibiting retaliation. Claims of retaliation are treated by Ednovate as seriously as harassment itself.

EMERGENCY RESPONSE PROCEDURES

Ednovate has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by email, PA, walkie-talkies or emergency notification systems.
- Ednovate will have evacuation or sheltering plans.

Secure Campus procedures for Incident Command:

- Call 911 if appropriate, the police/fire department to gather information or the Joffe emergency line for assistance
- Make announcements initiating the Secure Campus Perimeter movement restriction.
- Lock and monitor all exterior doors and gates
- Do not allow anyone to enter or leave the campus or buildings
- Place signage at entrance points alerting visitors to the closed campus status
- Alert Parents to update them of the situation and advise them to stay away until further notice
- Monitor the situation closely and be prepared to call a LOCKDOWN at a moment's notice

Secure Campus Procedures for Teachers and Students:

- Listen for alert or audible cues and look for visible cues
- If outdoors, immediately go inside campus buildings and move to a classroom, office, or other room.
- No outdoor activities or movement between classrooms or buildings
- Indoor activities may continue as normal
- Close all doors and windows. You may also lock doors and close curtains or blinds
- Remain vigilant and be prepared to move into a LOCKDOWN at a moment's notice
- Stay in a secure perimeter until released by school administration or directed to evacuate to a lockdown.

Releasing a Secure Campus

An announcement can be made over the PA system to release a Secure Campus call. Parent notifications should be sent via the school emergency notification system or by the same lines of communication which were used to alert them to the situation in the first place.

Evacuation Procedures for Teachers and Students:

- Gather everyone in the area to line up at the door.
- Direct the group to the exit by stating the planned route of egress.
- Take the emergency backpack, cell phone, and class roster.
- Upon exiting the space, turn off the lights and close the door, leaving it unlocked if possible.
- Guide everyone to the assembly area.

- Take attendance and report your findings to the Attendance Team.

Evacuation procedures for the Incident Command Team:

- Coordinate and manage the overall evacuation of students and personnel from the campus.
- The Incident Commander will form a Command Post at the evacuation area.
- Task members of the Incident Command Team with communication with any necessary agencies.
- Task the Security Team with determining the safety of the evacuation area.
 - In the event of a suspicious object or unsafe environment, Incident Command will redirect teachers and students to the alternate evacuation site.
- The Attendance Team will immediately take roll and report any missing persons to the Command Team.
- Reconcile the attendance information gathered by the Attendance & Assembly Team.
 - The Front Office staff are responsible for bringing the Visitor’s Log and Early Dismissal Log (and any additional entry logs) to the evacuation site and reconciling attendance with these documents.
- As needed, activate additional Emergency Response Teams after attendance is complete.
 - Search & Rescue will manage searching for any missing persons.
 - First Aid & Triage will render aid as necessary.
- Relay evacuation information to first responders.

General evacuation:

A general evacuation is executed upon hearing the fire alarm or with a verbal command. Standardized evacuation practices are as follows:

- Fire: Evacuate at least 50 feet from the building.
- Bomb Threat: Evacuate at least 300 feet from the building.
- Multi-hazardous: Evacuate at least 300 feet from the building.

How to obtain help from staff, security personnel, or law enforcement. Emergency information is posted in all offices, common areas, and classrooms on the at-a-glance emergency procedures located next to the evacuation map at the exit. If in danger, please call 911 immediately.

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)
Lorena Gomez	Dean of Operations, Hybrid High College Prep	Responsible for on-site emergency response, and hazard identification and serves as a resource for reporting and WPV protocols.
Janet Kalestian	Dean of Operations, South LA College Prep	Same as above
Patty Iniguez	Dean of Operations, Brio College Prep	Same as above
Liz Arciniega	Dean of Operations, East College Prep	Same as above
Lily Pulido	Dean of Operations, Esperanza College Prep	Same as above
Yaneth Castellanos	Dean of Operations, Encore College Prep	Same as above
Bre’a Campos	Dean of Operations, Legacy College Prep	Same as above
Kara Maguire	Chief of Staff, Ednovate Support Team	same as above

- Other emergency procedures can be found in the school’s comprehensive safety plan.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Ednovate to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
- Review all submitted/reported concerns of potential hazards:
- Results will be shared through email and the timeframe will be reported to the individual so they can anticipate when to get a response.

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted: once a year.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Job Title/Position	Area/Department/Specific location
Lorena Gomez	Dean of Operations, Hybrid High College Prep	The entirety of the campus including but not limited to the front office, teacher’s lounge, admin office area, classroom, bathrooms, and common spaces.
Janet Kalestian	Dean of Operations, South LA College Prep	Same As above
Patty Iniguez	Dean of Operations, Brio College Prep	Same As above
Elizabeth Arciniega	Dean of Operations, East College Prep	Same As above
Yaneth Castellanos,	Dean of Operations, Esperanza College Prep	Same As above
Bre’a Campos	Dean of Operations, Encore College Prep	Same As above
Liliana Pulido	Dean of Operations, Legacy College Prep	Same As above
Brett Leghorn	Sr. Director of Operations, Ednovate Support Team	Same As Above

Inspections for workplace violence hazards include assessing the following:

School Environment:

- Physical security:
 - Are entrances and exits secure?
 - Is there a visitor management system?
 - Are classrooms and other areas well-lit and monitored?
- School climate:
 - Is there a culture of respect and inclusivity?
 - Are there clear rules and expectations for behavior?
 - Are there effective anti-bullying programs in place?
- Mental health resources:
 - Is there easy access to mental health support for students and staff?
 - Are there programs to address stress and burnout among staff?

Student Population:

- Past incidents of violence:
 - Has there been a history of violence at the school?
 - What types of incidents have occurred?
- Student demographics:
 - Are there any student groups with a higher risk of violence, such as students with disabilities or gang affiliations?
- Individual student risk factors:
 - Are there students known to have a history of violence, anger issues, or mental health challenges?

Staff:

- Staff training:
 - Have staff been trained on recognizing and responding to warning signs of violence?
 - Do they know how to de-escalate potentially violent situations?
 - Are they familiar with the school's workplace violence prevention plan?
- Work stress and burnout:
 - Are staff feeling overwhelmed or under pressure?
 - What can be done to improve staff morale and well-being?

Procedures:

- Reporting procedures:
 - Is there a clear and easy-to-use system for reporting threats of violence?
 - Do staff feel comfortable reporting concerns?
- Emergency response plan:
 - Does the school have a plan for responding to violent incidents?
 - Is the plan regularly reviewed and updated?
 - Have staff been drilled on the plan?
- Post-incident procedures:
 - Does the school have a plan for providing support to victims of violence and critical incident stress management for staff?

Link to inspection checklist is [here](#).

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. Ednovate will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees who correct the hazardous conditions will be provided with the necessary protection. This most likely includes administrators or facilities personnel who will be addressing the hazard.
- All corrective actions taken will be documented and dated on the appropriate forms. See the attached Violent Incident Log in the appendix.
- Corrective measures for workplace violence hazards will be specific to a given work area.

PROCEDURES FOR POST-INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.

- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
 - Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
 - Reviewing all previous incidents.

Investigation Procedures (after initial information is collected)

- Upon receiving your complaint, Human Resources will conduct a prompt and thorough investigation of your allegations. We request that you cooperate with our investigation. Confidentiality cannot be promised, although we understand the privacy and sensitivity associated with these issues and will make a reasonable attempt to keep the matter as confidential as possible. The investigation will be documented and tracked for reasonable progress, and the investigation will be closed in a timely manner.
- If we find that our policy has been violated, regardless of who the violator may be – an employee or a supervisor – we will take appropriate corrective and remedial action, up to and including termination of employment. We also will take appropriate action to deter future misconduct.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information that would reveal the identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific

workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Ednovate will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Ednovate has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities for interactive questions and answers with a person knowledgeable about the Ednovate plan.

Note: *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Ednovate ensures that the WVPP plan is in writing and available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses electronic means to communicate with management or co-employees.

RECORDKEEPING

Ednovate will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - o Training dates.
 - o Contents or a summary of the training sessions.

- o Names and qualifications of persons conducting the training.
- o Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - o The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The Ednovate WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of Ednovate's WVPP should include, but is not limited to:
 - o Review of incident investigations and the violent incident log.
 - o Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. These revisions could involve changes to procedures, updates to contact information and additions to training materials.

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), Ednovate will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

I, Kara Maguire, Chief of Staff of Ednovate, hereby authorize and ensure the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal.

Kara Maguire

Chief of Staff of Ednovate Charter Schools

DocuSigned by:

Kara Maguire

BCEADD52D0FD455
[Signature of person authorizing this WVPP]

July 1, 2024

APPENDIX: Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Enter the date the incident occurred (Day, Month, Year):

Enter the time (or approximate time) that the incident occurred: _____ a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

Workplace violence committed by: [For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]

Circumstances at the time of the incident: [write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]

Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

o Were there any injuries? Yes or No. Please explain:

o Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]