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TRA Workplace Violence Prevention & Response Plan Summary

Teachers Retirement Association (TRA) is committed to preventing workplace violence and threats of violence, as well as to maintaining a safe environment for our employees and the public. Below is a summary of some of the guidelines TRA has adopted, in order to respond to intimidation, harassment, or other threats of or actual violence that may occur onsite or offsite during work-related activities.

Prohibited Conduct

All employees, customers, vendors and business associates should be treated with courtesy and respect at all times. Employees and visitors to TRA offices are expected to refrain from conduct that may be dangerous or threatening to others. Conduct that threatens, intimidates, or coerces another employee, customer, vendor or business associate will not be tolerated.

TRA resources may not be used to threaten, stalk or harass anyone at or outside the workplace. TRA treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to identified TRA personnel. When reporting a threat or incident of violence, employees should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform identified TRA personnel of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. TRA will not retaliate against employees making good-faith reports. TRA is committed to supporting victims of intimate partner violence by providing referrals to the State of Minnesota's employee assistance program and community resources, as well as by providing time off for reasons related to intimate partner violence.

Investigations and Enforcement

TRA will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence, and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. TRA will not retaliate against employees making good-faith reports of violence, threats, or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, TRA may place employees suspected of workplace violence or threats of violence on investigatory leave, as outlined in applicable employee collective bargaining agreements and compensation plans.

Any employee found to be responsible for threats of or actual violence, or other conduct that is in violation of these guidelines, will be subject to prompt disciplinary action, up to and including termination of employment.

TRA encourages employees to bring their disputes to the attention of identified TRA personnel before the situation escalates. TRA will not discipline employees for raising such concerns.