

<b>Number:</b>	RHR-224-b
<b>Title:</b>	Prevention of Violence in the Workplace
<b>Person responsible for enforcement:</b>	Secretary General
<b>Entered into force:</b>	May 30, 2018
<b>Approved:</b>	May 30, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Policy statement

Saint Paul University recognizes the potential for violence in the workplace and is committed to working with staff members to provide a safe work environment. Threats of violent behaviour by or against a member of the University are unacceptable conduct and will not be tolerated. Saint Paul University is committed to taking steps to prevent workplace violence and protect staff against any act of violence.

This policy complies with Ontario's *Occupational Health and Safety Act (OHS)*, which recognizes that every employee is entitled to a safe environment in which everyone preserves and maintains his dignity and integrity.

## 2. Objectives

- 2.1 Take reasonable measures to prevent all forms of violence.
- 2.2 Train, inform and educate staff on issues of violence.
- 2.3 Collectively denounce any form of violence to ensure that members of the University staff enjoy a supportive work environment.
- 2.4 Ensure the immediate protection of persons involved in situations of violence and implementation of effective corrective measures where appropriate.

## 3. Areas of application

- 3.1 This policy aims to protect all staff members and all other users, e.g., members of advisory committees, volunteers and contractors, and applies to:
  - all levels of the organization and all aspects of the workplace and working relationships;
  - all activities which occur either as part of work or any other activity related to the University, including events taking place outside the usual workplace, especially during business trips or social activities of the University.
- 3.2 As for students, their right to a respectful learning environment which promotes mutual respect and is free of harassment and reprehensible behaviour is protected by other policies, laws and regulations, in particular *RHR-224-a Prevention of Harassment and Discrimination in the Workplace and Learning Environment*, *RHR-224-c Prevention of Sexual Violence*, and their accompanying directives, the *Ontario Human Rights Code*, the *Criminal Code* and professional codes of conduct.

#### 4. Principles

- 4.1 The University gives priority to the prevention of workplace violence in order to preserve and maintain the dignity and integrity of each staff member.
- 4.2 The University recognizes the right of every employee to be protected, helped and supported fairly and confidentially by appropriate mechanisms and remedies with regards to workplace violence.
- 4.3 This policy does not prevent a person from disclosing and informing any responsible internal authority of any violation of a law or policy, procedure or regulation of the University, nor prevent the University from notifying the competent authorities of any infraction governed by the Act.

#### 5. Definitions

- 5.1 Complainant: A person who believes to be the subject of violence and who files a complaint under this policy and related *Directive on Filing Complaints of Violence by University Employees* ("directive").
- 5.2 Respondent: The person or organization against whom a complaint has been filed.
- 5.3 Workplace violence: A threat, act or attempt to use physical force against an employee, in the workplace, that causes or could cause physical injury to the employee.  
Among behaviours which could be considered violence in the workplace are:
  - threatening behaviour, such as shaking fists, destroying property or throwing objects;
  - written or verbal threats that express an intent to cause physical injury causing bodily harm;
  - assault or use of a weapon;
  - any other act that a reasonable person might perceive as a threat of violence.

#### 6. Responsibilities of employees

- 6.1 Act respectfully towards others while at work and while participating in all activities organized by the University.
- 6.2 Ensure their own immediate physical safety in the event of workplace violence and report the incident to the police or their immediate supervisor where warranted.
- 6.3 Report any incident of violence of which they are aware.
- 6.4 Cooperate with any investigation or incident resolution efforts arising from this policy.
- 6.5 Attend training sessions required by the Act or offered by the University or other organizations.
- 6.6 Respond appropriately to any incident of violence.

## **7. Responsibilities of the University**

- 7.1 Provide mandatory in-person or online training for all full-time and part-time University employees.
- 7.2 Inform employees of the present policy and accompanying directive.
- 7.3 Implement the directive.
- 7.4 Promote the objectives of this policy and accompanying directive and discourage all forms of workplace violence.
- 7.5 Take every reasonable precaution in the circumstances to protect an employee when there is a concrete possibility that domestic violence could occur in the workplace which could result in physical injury.
- 7.6 Review all reported complaints in a timely, impartial and sensitive manner while respecting, as much as possible, the confidentiality of the persons involved.
- 7.7 Provide appropriate support to persons directly or indirectly involved in a workplace violence incident.

## **8. Risk of workplace violence from a person with a history of violent behaviour**

- 8.1 The University will provide employees with information, including personal information related to the risk of workplace violence from a person with a history of violent behavior. This information will be disclosed if an employee can be expected to encounter this person in the course of his work or if the risk of workplace violence is likely to expose the employee from bodily harm.
- 8.2 In circumstances described in section 8.1, the University agrees not to disclose more information than is reasonably necessary to protect a member of staff from bodily harm.

## **9. Report or complaint of workplace violence and resolution process**

- 9.1 The University advocates, as a first step, resolution of a complaint of violence through an informal process. However, any complainant acting in good faith may file a formal complaint without going through an informal process beforehand.
- 9.2 The procedure for reporting an incidence of violence or for resolving a formal or informal violence complaint is defined in the directive attached to this policy.
- 9.3 Filing a formal complaint under this policy does not prevent a complainant from using any external process available to him, including but not limited to law enforcement, recourse under the Ontario *Occupational Health and Safety Act* or the pursuit of other legal options.
- 9.4 If an immediate intervention is required, the University's Protection Services will offer assistance to the member of staff who is in distress and will take the necessary steps to ensure the member's safety.

## **10. Institutional Committee Against Workplace Violence**

10.1 To ensure that the present policy is enforced and that complaints are handled impartially, the University creates an Institutional Committee Against Workplace Violence.

10.2 This committee is responsible for:

- assessing the risk of workplace violence;
- proposing appropriate ways of training, informing and educating members of the staff against violence, as well as concrete measures to put in place to prevent, deter and if necessary, stop violence;
- approve the procedure for handling complaints and review it periodically;
- receive and analyze the annual report from Human Resources Services who receive complaints;
- report to the Board of Governors on an annual basis and if appropriate, suggest modifications to the current policy and make recommendations it considers relevant.

10.3 The Committee is composed of:

- two jointly responsible persons appointed by Executive Committee;
- one person appointed by the Saint Paul University Professors' Association;
- one person appointed by the Public Service Alliance of Canada's local union of part-time professors;
- one person appointed by the Saint Paul University Support staff Bargaining Unit, District 35, Ontario Secondary School Teachers' Federation;
- one person representing middle managers, appointed by his peers;
- one person appointed by the Saint Paul University Student Association.

The Chair is elected by the Committee members amongst themselves.

The Director of Human Resources Services serves as Secretary to the Committee.

## **11. Responsibility**

The Institutional Committee Against Workplace Violence is responsible for conducting an annual review of the present policy and making recommendations to the Board of Governors.