

<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
<b>Revision approved:</b>	March 27, 2024, by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Frequency of revision</b>	This policy is reviewed at least once a year by the Institutional Policy Review Committee (see Article 10 of this policy), in accordance with Ontario's <i>Occupational Health and Safety Act</i> .
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

## 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. Saint Paul University is committed to preventing violence in the workplace and is ultimately responsible for the health and safety of staff members. It will take all reasonable steps to protect staff members from violence, regardless of its source.

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* (OHSA), which recognizes that every employee is entitled to a safe environment in which everyone preserves and maintains his dignity and integrity.

Saint Paul University is working with an institutional committee to review this policy annually.

In the event of a change in the legal framework, this policy will be amended accordingly.

## 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, partners, tenants 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 procedures, the *Ontario Human Rights Code*, the *Criminal Code* and professional codes of conduct.
- 3.3 Everyone must comply with this policy and work together to prevent violence in the workplace.

### 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.
- 4.4 A workplace violence program is in place to implement the policy. This program includes measures and methods for protecting staff members, obtaining immediate assistance and reporting incidents or raising concerns.

### 5. Definitions

- 5.1 Civil authorities: City of Ottawa emergency services, including police, fire, ambulance and hazardous materials services.

- 5.2 Joint Health and Safety Committee (JHSC): Group of people representing workers and the employer, whose main role is to identify problems relating to health and safety at work and bring them to the attention of the employer.
- 5.3 University community: refers to all persons who have established a link with the University, including but not limited to:
- students, i.e., persons registered as such at the University, either full-time or part-time (including as a special student) in an undergraduate or graduate program;
  - staff members, including all teaching and administrative staff, whether unionized or not, and those remunerated by a source other than the University's operating funds, such as fellowships, research grants and external contracts;
  - clinical supervisors holding a professorial position, adjunct, visiting and emeritus professors, postdoctoral fellows and trainee researchers;
  - contractors, consultants, suppliers or other entities hired by the University to provide goods or services when they are on University premises or performing functions defined by their relationship to the University;
  - tenants under contract with the University for the use of University premises, goods or services;
  - members of the Board of Governors, the Senate and their respective committees as well as members of advisory committees formed to assist the University in achieving its objectives;
  - visitors, including persons with the status of visiting students, such as students enrolled in a single course, volunteers and those who are on University premises to take part in a University event.
- 5.4 Complainant: A person who believes themselves to be the subject of violence and who files a complaint under this policy and related prevention program.
- 5.5 Respondent: The person or organization against whom a complaint has been filed.
- 5.6 Supervisor: Person in charge of a workplace or who has authority over a worker. Supervisor is not a job title. It is a title associated with the responsibilities incumbent on a person in relation to a place where work is carried out, whether paid or unpaid, or in relation to the determination of the tasks performed by people who work, study or visit the University, or do voluntary work or a work placement here.
- 5.7 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 a work environment, including outside the usual work environment on campus (i.e., other work environments, off-campus events authorized by the University, authorized remote work locations) include:

- 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.

This includes all sources of violence (consumer, customer, employer, supervisor, tenant, worker, stranger).

- 5.8 Domestic violence: A situation in which a person who has a personal relationship with a member of staff (e.g., a current or former spouse or intimate partner, or other family members) may cause that member of staff (or another member of staff) physical harm in the workplace, or attempt to threaten to do so. An act of domestic violence that occurs in the workplace constitutes an act of workplace violence.

## 6. Responsibilities of employees

- 6.1 Work in accordance with the provisions of *the Occupational Health and Safety Act* and its regulations.
- 6.2 Act respectfully towards others while at work and while participating in all activities organized by the University.
- 6.3 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.
- 6.4 Report to the employer or supervisor any breach of the *Occupational Health and Safety Act* or its regulations, or the existence of any risk of which they are aware.
- 6.5 Cooperate with any investigation or incident resolution efforts arising from this policy.
- 6.6 Attend training sessions required by the Act or offered by the University or other organizations.
- 6.7 Respond appropriately to any incident of violence.
- 6.8 Participating in the implementation of specific measures to control violence in the workplace, where necessary.

## 7. Responsibilities of the supervisors

- 7.1 Comply with this policy and the associated program.
- 7.2 Ensure that staff members apply established measures and methods and have the information they need to protect themselves.
- 7.3 Inform the member of staff of any potential or actual danger of which they are aware and which threatens the health or safety of the member of staff.
- 7.4 Take all precautions reasonable in the circumstances to ensure the protection of the member of staff.

## 8. Responsibilities of Saint Paul University

- 8.1 Provide mandatory in-person or online training for all full-time and part-time University employees.
- 8.2 Inform employees of the present policy and accompanying procedure.

- 8.3 To ensure that this policy and the program are implemented and maintained and that staff and supervisors have the necessary information and guidance to apply the policy and deliver the program.
- 8.4 Promote the objectives of this policy and accompanying procedure and discourage all forms of workplace violence.
- 8.5 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.
- 8.6 Review all reported complaints in a timely, impartial and sensitive manner while respecting, as much as possible, the confidentiality of the persons involved.
- 8.7 Provide appropriate support to anyone directly or indirectly involved in an incident of workplace violence.
- 8.8 Provide staff with the information, guidance and supervision they need to protect their health and safety.
- 8.9 Assisting and collaborating with the Joint Health and Safety Committee and health and safety representatives.
- 8.10 Assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or working conditions.
- 8.11 Develop the measures to be taken and the methods to be followed to control the identified risks which are likely to expose a member of staff to physical injury.
- 8.12 Inform the Joint Health and Safety Committee of the results of the assessment.

## **9. No retaliation**

- 9.1 No person shall be disciplined, sanctioned or intimidated for
  - complying with this policy, related University procedures or the workplace violence prevention program, or
  - reporting, in good faith, an incident of workplace violence.

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

- 10.1 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 behaviour. 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 to bodily harm.

- 10.2 In the 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.

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

- 11.1 All members of the university community are encouraged to raise any concerns about violence in the workplace, and should report any such incidents or threats, as described in more detail in the workplace violence prevention program.
- 11.2 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.
- 11.3 The process for reporting an incident of violence or for resolving a formal or informal violence complaint is defined in the program attached to this policy.
- 11.4 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.
- 11.5 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 person's safety. If necessary, the Protection Services can call on in-house resources.
- 11.6 Anyone who commits an act of violence in the workplace will be subject, after investigation, to disciplinary measures up to and including dismissal, consequences or other measures in accordance with the University's applicable regulations, procedures, collective agreements or employment contracts, or other conditions governing or concerning their relationship with the University.

## **12. Institutional Policy Review Committee RHR-224-a and RHR-224-b**

- 12.1 To ensure that the present policy is enforced and that complaints are handled impartially, the University has put in place an Institutional Policy Review Committee RHR-224-a and RHR-224-b.
- 12.2 In general terms, the Committee's mandate is to:
- propose appropriate ways of training, informing and educating the University community against harassment and discrimination, as well as concrete measures to put in place to prevent, deter and if necessary, stop harassment and discrimination;
  - report annually to the Administration Committee and, if necessary, propose amendments to this policy and make any recommendations it deems appropriate. The Administration Committee will inform the Board of Governors of its decision.
  - receive the annual report from Human Resources Services who receive or compiles data on complaints from the University community;

It should be noted that Ontario's *Occupational Health and Safety Act* deals specifically with harassment against an employee and gives the Joint Health and Safety Committee responsibility for reviewing the prevention program for employees.

- 12.3 The Committee is composed of:
- two jointly responsible persons appointed by the Administration Committee, i.e., the Secretary General and the Director of the Human Resources Services;
  - one person appointed by the Saint Paul University Professors' Association;
  - one person appointed by the local union of part-time professors;
  - one person appointed by the Saint Paul University Support Staff Bargaining Unit;
  - one person representing middle managers, appointed by his peers;
  - one person appointed by the Saint Paul University Student Association.
- 12.4 The members of the committee are appointed by the respective bodies but, as soon as they are appointed to the committee, they sit as individuals with a view of representing the interests of the University community.
- 12.5 The Chair is elected by the Committee members from among themselves.
- 12.6 The Secretary General serves as Secretary to the Committee.

Rector's signature:

Date:

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