

Introduction

To define Cambrian College's commitment to provide a safe and respectful environment for all College community members (students, staff, contractors and visitors). This policy is a critical component of Cambrian College's values that encourage a culture where all community members act with respect and integrity. The procedures will outline actions that will assist in violence prevention, define unacceptable behaviours not tolerated by the College, provide a process for reporting violent or potentially violent occurrences and outline the investigation, assessment and follow-up process when reports of violence are received.

Workplace Violence is defined as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to that worker
- a statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.

Scope

This policy applies to College community members when on College property or while conducting or participating in College business at any location. This policy also applies to situations arising from College business. It also addresses a wide range of high risk or concerning behaviours which are in conflict with the College's values and code of conduct. These include, but are not limited to aggressive, abusive or intimidating behaviours, harassment, threats, obscene acts and other socially unacceptable and disruptive behaviours. This policy also applies to situations of Domestic Violence where such violence threatens to intrude on the workplace.

Policy

All College community members share the responsibility to create and maintain a safe and respectful College environment free from violent behaviour.

Violence will not be tolerated at Cambrian College.

Weapons or replicas (anything used, designed or intended to be used to cause injury) are not permitted on the College campus, except where approved and used directly for a permitted educational purpose.

All reports of violent incidents or concerning behaviours will be taken seriously, investigated and responded to.

Individuals who commit such acts may be subject to disciplinary action, criminal penalties, or both.

The College will provide training and education on violence prevention and College members will attend the appropriate training as identified by their supervisor.

Responsibilities

College community members will:

1. Conduct themselves in a manner that shows respect for the individuality and uniqueness of other Community members.
2. Not commit acts of violence.
3. Seek assistance to resolve issues to prevent escalation.
4. Report all incidents of violence, high-risk behaviours and other concerning behaviours.
5. Participate and cooperate fully in an investigation, if an incident of violence occurs.
6. Avail themselves of training and educational opportunities, identified as appropriate by their supervisor.

Supervisory staff will:

1. Create and maintain a work environment that encourages collegiality, cooperation and professionalism.
2. Assess the risk of workplace violence that could arise from the specific nature of the workplace or function within their area of responsibility as often as necessary.
3. Provide necessary controls, work practices and support to control these risks.
4. Ensure that their employees are trained on violence prevention and ensure that their employees are aware of the Workplace Violence Prevention Policy and Procedure
5. Receive and document reports of concerns and /or violent incidents and act upon them in a timely manner, ensuring proper resolution of issues and for higher risk situations, and ensure referrals are made to the appropriate advisory group. **Take all reports of violence or concerning behaviour seriously.**
6. Take every precaution reasonable in the circumstances for the protection of the worker when aware, or when ought to reasonably to aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace.
7. Report incidents, as required, to Security Services.
8. Address problem behaviours within their area of responsibility promptly and directly, reinforcing the College's accepted standard of workplace behavior and progressive discipline actions. In consultation with Student Services or Human Resources, ensure offending student or staff member receives written notification as to the inappropriateness of their behaviour and expectations for change.

9. Refer victims of violence to appropriate supports (e.g. EAP, counseling, victim services).
10. Ensure that their staff has received the appropriate training or education on domestic violence and violence prevention.

For the purpose of this Workplace Violence Prevention Policy and Procedures, “Supervisor” refers to the academic supervisor or Dean for students, and immediate supervisor for staff.

Security staff will:

1. Ensure that emergency services have been contacted, if required.
2. Respond to requests for assistance using non-violent crisis intervention techniques.
3. Report all violent incidents requiring emergency response to the Manager of Security Services immediately, and document all reports of violence.
4. Provide security support systems or assistance, such as escorting a College community member to their vehicle, when requested.

Faculty members will:

1. Review behavioural expectations, as described in the course outline template with each class at the beginning of each semester. Note that behavioural expectations are also summarized in the “*Student Rights & Responsibilities.*”
2. Address problem behaviours within the learning environment promptly and directly, always reinforcing the College’s accepted standards of behaviour.

Student Services & Residence Staff will:

1. Receive, review, assess and report incidents of concern involving students.
2. Respond to these incidents following the guidelines laid out in the “*Procedures for Student Misconduct*”
3. Refer high-risk threats, of level 3 or greater, to Cambrian College Manager of Security Services or designate.

Threat Assessment Team (TAT) will:

Proceed with all information provided to them as outlined in the Threat Assessment Policy.

The Director Human Resources (HR) will:

1. Receive, review, and assess reports of staff members who are threatening harm to themselves or others, displaying violent actions, repeatedly disruptive, or displaying other behaviours of concern.
2. Consult immediately with Security Services.

The **Manager, Security Services** will:

1. Identify situations where the Emergency Response Plan needs to be invoked. In consultation with the EMT, develop appropriate actions and, where appropriate, sanctions or disciplinary measures.
2. Refer all high risk threats to EMT immediately.
3. Activate the Threat Assessment Team (TAT) when threatening or violent behaviour complaints are received, as appropriate.
4. Issue *Trespass to Property Notices*, as appropriate.

Procedures

Prevention

1. Treat everyone with respect and dignity.
2. Practice early intervention as it can often prevent escalation.
3. At the beginning of each semester, faculty members must define the behavioral expectations for each of their classes. These behaviours are defined in the “*Students Rights and Responsibilities Handbook*”. Promote a non-violent culture within the learning environment by addressing problem behaviours directly and immediately and consistently and fairly applying consequences to problem behaviours.
4. When an employee is displaying concerning behaviour, managers and supervisors must address the behaviour promptly and directly and reinforce the accepted standards of workplace behaviour.
5. When dealing with unwanted behaviours or a potentially violent situation:
 - I. Ensure personal safety for yourself and others,
 - II. Focus on the situation, issue or behaviour; not the person,
 - III. Maintain constructive relationships and respect the self-esteem of others,
 - IV. Take initiative to make the situation better.
6. Recognize the warning signs that something is wrong and report all concerning behaviours or situations. Refer to Appendix (B) - Behaviours of Concern for some examples of worrisome behaviours that may indicate a person is troubled and possibly moving toward a greater risk of violent behaviour.

Response & Reporting

1. Staff, students and faculty are expected to report all acts of violence or high risk behaviour on College property or during a College-approved activity to Security at 7911
2. Security will respond and investigate. For all cases of workplace violence a Security Incident Report (SIR) form will be completed. All workplace violence related SIR forms will be forwarded to:
 - I. Appropriate Supervisor

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- II. Safety Office
 - III. For students- Registrar
 - IV. For staff- Director Human Resources
3. The operational/academic supervisor is responsible to contact the complainant, within 48 hours, advising them of the initial status of the incident. As the status changes, they must also continue to provide updates to the victim (if not the complainant) in a timely manner.
 4. Privacy legislation permits information sharing under circumstances that would reasonably affect the safety of any person.
 5. No reprisals will be taken against any individual who makes a report in good faith. However, if a report is made vexatiously or for vindictive purposes, discipline may ensue.
 6. All reports of violent or other high-risk behaviour will be taken seriously and these incidents will be investigated.
 7. Response to violent or potentially violent situations will depend on the level of risk present:
 - **Level I - Alert** – (behaviours of concern) Stay calm and de-escalate situation. Intervene quickly and where appropriate, separate conflicting parties. Report the incident to your supervisor or dean. Security may be approached for advice or guidance.
 - **Level II - Caution** – (personal safety concerns / threatening behaviour) Stay calm and de-escalate situation; ensure physical safety and report incident immediately to Security and your supervisor.
 - **Level III - High Risk** – (threat of physical injury) is immediately reported to Security (at ext. 7911 or use an emergency communication device), requesting assistance. Avoid escalation of the threatening or dangerous behaviour. If the situation cannot be diffused upon arrival of Security staff, Police presence will be requested. Seek support and /or assistance from others in your immediate area and go to a safe location. As soon as possible, report the incident to your operational/academic supervisor.
 - **Level IV – Emergency-** (imminent risk and immediate danger of death) is reported by calling 9-1-1 from any landline or cell phone. Also call Security at ext. 7911 so that they can direct the arriving first responders. If appropriate, seek shelter and lockdown. Refer to the Emergency Response Procedures Manual.
 8. Refer to Appendix (A) for a summary of the appropriate responses by risk levels.
 9. Never put yourself (or your students or staff) in any imminent danger. Do not step between individuals involved in an altercation and never leave yourself, staff or students alone with a violent offender.

Consequences/Sanctions

1. Consequences appropriate to the violation will be applied up to and including termination of employment or suspension or expulsion from College programs, courses and activities.
2. Determining what actions will be taken will depend on the context and level of risk of the incident.
3. **Level I risk** will normally be managed by College faculty and staff in conjunction with their respective supervisor.
4. **For Level II risk and above**, the appropriate actions and sanctions will be determined by the supervisor, in consultation with the appropriate resources.
5. Unlawful activities as defined by the Criminal Code will be reported to and investigated by the Police. The College may apply sanctions separate from those applied by the Police.
6. Weapons related offences will automatically result in Police involvement and immediate suspension from the College.
7. Any community members who could be affected by the sanction imposed must be notified. This could include security, residence management or the complainant. The operational/academic supervisor is responsible to make all appropriate notifications.

Training

1. At least annually, all employees will receive information about the Violence Prevention Program.
2. During orientation, new employees will be made aware of the College's commitment to violence prevention, including their role and responsibilities in the Violence Prevention Program.
3. Appropriate training will be offered to employees based upon their potential level of exposure. These training and communication programs will be developed in consultation with the College Workplace Violence Prevention Committee.

Policy Maintenance

1. At least annually, a workplace violence prevention committee will review, assess and update this policy as needed.
2. The Safety Office will coordinate the completion of a Workplace Violence Risk Assessment of the College. The results of the Risk Assessment will be shared with the Workplace Violence Prevention Committee and the Joint Occupational Health and Safety Committee.
3. The Workplace Violence Prevention Policy will be posted in conspicuous locations around the College and the Violence Prevention Policy and Procedures will reside on StaffNet and AcadNet.

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Associated Appendices, Forms and Procedures:

- A) Appendix (A) Response Guidelines
- B) Appendix (B) Behaviours of Concern
- C) Emergency Response Procedures Manual
- D) Threat Assessment Policy, Threat Assessment Procedures
- E) Cambrian College Code of Conduct
- F) Procedures for Student Misconduct