



Policies & Procedures Manual

Section: **WORKPLACE SAFETY & HEALTH – GENERAL**

Title: **VIOLENCE IN THE WORKPLACE**

Pages:

Page 1 of 5

Policy Number:

WS-01-11

Approved by:

Senior Executive Council

Effective Date:

April 22, 2013

Replaces:

WS-01-11 (Feb 23, 2011)

POLICY STATEMENT

The University College of the North is committed to creating and maintaining a safe, positive and productive learning and working environment. Therefore, the University College of the North will not tolerate violent or threatening behaviour. Individuals who are found to have engaged in activities prohibited under this Policy will be subject to disciplinary action which may result in termination of employment, expulsion from educational programs, a ban from University College of the North property, and /or any other remedies to which University College of the North may be entitled.

PURPOSE OF POLICY

The purpose of this Policy is to state clearly UCN's refusal to tolerate violence in the workplace and to describe possible consequences of such action. This Policy and the supporting Procedures represent a significant move towards the prevention of violence, as well as the management of a violent episode.

PROCEDURES

These Procedures apply to Violent or Threatening Behaviour in the Workplace or learning environment, including any such behaviour that:

1. occurs in the course of a university program, activity or event regardless as to the location;
2. affects or is directed toward persons or property located on the university campus regardless as to where the behaviour occurs;
3. involves the possession of weapons on university property.

1. Risk Identification and Assessment

- a) Senior Executive Council is responsible to identify, in consultation with the Workers, the risk of violence in the Workplace.
- b) Where a potential risk has been identified Senior Executive Council or designate must:
 - advise all affected employees of the risk of Violence in the Workplace, including the nature and extent of the risk; and the risk of Violence from persons whom the workers are likely to encounter in the course of their work;

- develop and implement a violence prevention plan in consultation with the workers who have identified the risk of Violence;
 - train workers in the Violence prevention plan; and
 - ensure that Workers comply with the Violence prevention plan.
- c) The Violence prevention plan shall provide information on the following matters where potential risk has been identified :
- how to eliminate the risk of Violence to a Worker; and
 - where elimination of risk of Violence to the Worker is not possible, how to minimize the risk of Violence to a Worker.

2. Penalties

- a) Individuals found to engage in Violent or Threatening Behaviour under the Policy and these Procedures will be subject to appropriate corrective/disciplinary action which may result in termination of employment; expulsion from educational programs; suspension, cancellation, or withdrawal of privileges; a ban from university property or any other remedies to which UCN may be entitled
- b) UCN may take disciplinary/legal action against any person who submits a frivolous or vexatious complaint, or who fails to cooperate with an investigation.

3. Reporting Procedures

- a) Any act of Violent or Threatening Behaviour should be reported immediately to UCN Security Services and/or local policing services.
- b) When reporting an incident, individuals should attempt to provide the following information:
- complete description of the Violent or Threatening Behaviour;
 - name(s) of individuals involved in the incident(s);
 - description of individual(s), if name(s) not known;
 - name(s) of witness(es) or description, if name(s) not known; and location of the incident.
- c) Anyone initiating a complaint in good faith under this Policy and these Procedures shall not be subject to discipline or penalty for making such a complaint.

4. Responsibilities of Security

- a) Immediate Response Protocol
- Where a report of Violent or Threatening Behaviour is received by Security Services, a patrol officer shall respond as soon as reasonably possible. Without limiting the scope of their jurisdiction and/or mandate, any one or more of the following action may be taken by Security Services, as reasonably determined by Security Services:
- restore order in violent situations;
 - apprehend individual(s) engaging in Violent or Threatening Behaviour;
 - contact local policing service;
 - arrange medical assistance;
 - take statement(s) of witness(es);
 - make appropriate referrals; and
 - take immediate action to facilitate the removal of individuals from University property
 - complete detailed written report of incident.

- b) Any decision made to remove an individual from university property shall be effective immediately pending review by the Senior Executive Council. In the case of a student being removed, the appropriate Dean shall be advised as soon as possible.
- c) Security shall in all cases file a written report with the Facility and Environmental Health and Safety Officer the next business day describing any action taken.

5. Risk Assessment Team

- a) There should be a Risk Assessment Team comprised of representatives from the following areas:
 - Security Services;
 - Human Resources;
 - Regional Centres;
 - Student Services;
 - Workplace Safety & Health; and
 - Senior Executive Council
 - Risk Management

- b) The role of the Risk Assessment Team will be to:
 - review and analyze each reported incident of Violent or Threatening Behaviour;
 - determine appropriate action to assist the affected individual(s);
 - develop an action plan which will include debriefing and ongoing communication with affected individual(s); and
 - take all necessary action relative to the above.
- c) The President shall appoint a coordinator of the Risk Assessment Team for each incident as follows:
 - if the conduct of a student is the source of concern, the Coordinator will be the Vice President Academic & Research, or a designate;
 - if the conduct of a Worker is the source of concern, the Coordinator will be the Director of Human Resources or a designate; and
 - if the conduct of someone who is not a member of the campus community is the source of concern, the President or a designate shall be the Coordinator.
- d) Responsibilities of the Coordinator:
 - bring together the Risk Assessment Team and where necessary, experts.
 - coordinate internal and external communication to issue interim reports.
 - ensure that the victims and individuals affected who are members of the university community, are supported, consulted where appropriate, and kept informed of the developments within the parameters of confidentiality;
 - maintain confidential records and ensure the President is informed of developments;
 - convene debriefing sessions; and
 - prepare a final report which includes an evaluation of the application of these Procedures.
- d) Confidentiality
Any records created by University College of the North or its designates under this Policy shall be deemed to be confidential and privileged documents and shall not be disclosed or released other than at UCN's discretion in connection with the intended

purpose of the Policy or as required or allowed by law (including without limitation The Workplace Health and Safety Act (Manitoba)).

6. **Accountability**

- a) The President is responsible for initiating the formal review of this procedure; and
- b) The President is responsible for the communication, administration and interpretation of these procedures.

IMPLEMENTATION AND REVIEW

The President will:

1. The Violence prevention plan shall be communicated to all employees and students via email and posted on the University College of the North website.

2. The Workplace Safety and Health Committee shall review this Policy every three (3) years as required in the legislation.

3. ***Legislated Review of the Procedure***

In accordance with [The Workplace Health and Safety Act \(Manitoba\)](#), the University College of the North's central Workplace Safety and Health Advisory Committee shall review these Procedures every three years and make any recommendations it feels are necessary and advisable.

4. **Review**

- a) Formal Procedure reviews will be conducted every three (3) years. The next scheduled review date for these Procedures is March 17, 2012.
- b) In the interim, these Procedures may be revised or rescinded if:
 - the President deems it necessary; or
 - the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

5. **Definitions and Interpretations**

- a) **Intimidation** is defined as conduct or harassment that disrupts the work or learning environment and/or results in a reasonable fear for personal safety;
- b) **External Parties** includes contractors providing services to UCN, visitors to the UCN or other external organizations operating within University College of the North;
- c) **Student** is defined as any person registered as a student with University College of the North.
- d) **Threats** include verbal and/or physical actions that create apprehension or fear of bodily harm;
- e) **Violence** is defined as the attempted or actual exercise of physical force against a person and any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against the person;
- f) **Violent or Threatening Behaviour** is behaviour that includes a combination of, or all of, the behaviour defined above as "Intimidation, Threats and Violence".
- g) **Worker(s)** includes:

- any person who is employed by University College of the North, to perform a service whether for gain or reward, or hope of gain or reward or not;
 - any person who works or performs services in a Workplace which is owned or operated by UCN;
 - any person undergoing training or serving an apprenticeship at UCN; and
- h) **Workplace** means any building, site, workshop, structure, mobile vehicle, or any other premises or location whether indoors or outdoors in which one or more Worker(s) or self employed persons are engaged in work or have worked for University College of the North;
- i) The following statements must be included in this Policy as a requirement of Regulation #217 or the Workplace Safety & Health Act. UCN, as an employer,
- must ensure, so far as it is practicable, that no worker is subjected to violence in the Workplace;
 - will take corrective action respecting any person under the employer's direction who subjects a Worker to Violence;
 - will not disclose the name of a complainant or the circumstances related to the complaint to any person except where disclosure is
 - necessary in order to investigate the complaint;
 - required in order to take corrective action in response to the complaint, or
 - required by law.
- j) By approving this Policy, does not intend to discourage or prevent the complainant from exercising any other legal rights pursuant to any other law.