

WORKPLACE VIOLENCE PREVENTION POLICY

Durham College Students Inc.
(hereinafter the “**Corporation**”)
WORKPLACE VIOLENCE PREVENTION POLICY
(hereinafter the “**Policy**”)

Effective Date: December 1, 2017	Last Review Date: December 1, 2017
Approved by: Board of Directors	Executive Responsible: President

ARTICLE I: POLICY STATEMENT

1.1 The Management of the Corporation will make every reasonable effort to identify all potential sources of violence in the workplace and work and to eliminate or minimize them through this Policy and related training.

1.2 The Corporation will not tolerate any type of violence within the workplace or during work-related activities. The Corporation is committed to allotting the necessary time, attention, authority and resources to ensure a safe and healthy working environment for all employees.

1.3 The Corporation also has a zero-tolerance policy in respect of workplace harassment. Workplace harassment is addressed under the Corporation's Workplace Harassment Discrimination and Policy.

1.4 All Employees of the Corporation must respect, promote and abide by this Policy.

ARTICLE II: PURPOSE

2.1 The Corporation is committed to providing a safe, healthy and supportive work environment by treating our employees and patrons with respect, fairness and sensitivity.

2.2 Violence in the workplace can have devastating effects on employees' quality of life and workplace productivity and well-being.

ARTICLE III: APPLICATION

3.1 This Policy applies to all Employees of the Corporation.

ARTICLE IV: DEFINITIONS

4.1 Workplace violence Is:

4.1.1 the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;

4.1.2 an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or

4.1.3 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.

4.2 The following list, while not exhaustive, includes examples of prohibited conduct:

4.2.1 causing physical injury to another person;

4.2.2 making threatening, intimidating or hostile remarks;

4.2.3 displaying aggressive or hostile behaviour that creates a reasonable fear of injury to another person;

4.2.3 intentionally damaging employer property or property of another employee; possessing a weapon in the workplace;

4.2.4 demonstrating stalking or stalking-like behaviours; and

4.2.5 making jokes or offensive comments regarding violent events.

4.3 Any other capitalized term not defined herein shall have the same meaning assigned to it in the Durham College Student Inc. Workplace Health and Safety Policy.

ARTICLE V: ROLES AND RESPONSIBILITIES OF WORKPLACE PARTIES

5.1 The Employee shall have the following responsibilities:

5.1.1 Participate in education and training programs;

5.1.2 Understand and comply with the violence prevention policies and related procedures;

5.1.3 Report all incidents or injuries of violence or threats of violence to the General Manager immediately. Complete the Incident Reporting Form (attached as Appendix "A" to this Policy);

5.1.4 Inform the Health and Safety Representative about any concerns regarding the potential for violence/harassment in the workplace;

5.1.5 Contribute to risk assessments;

5.1.6 Seek support when confronted with violence/harassment or threats of violence;

5.1.7 Seek medical attention when needed; and

5.1.8 At least once a year, participate in a review of the workplace violence and harassment prevention program.

5.2 Management shall have the following responsibilities:

5.2.1 Ensure compliance by all who have a relationship with the organization, such as suppliers and patrons;

5.2.2 Conduct yearly risk assessments;

5.2.3 Review and respond to Incident Reports;

5.2.4 Establish and deliver training and education for all employees;

5.2.5 Report death or critical injuries to the Ministry of Labour in accordance with the requirements of the OHSA;

5.2.6 Identify and alert staff to persons who have a history of violence and to whom they may come into contact in the workplace;

5.2.7 Ensure reported incidents are investigated/addressed; and

5.2.8 Issue any reports as may be required under the Workplace Safety and Insurance Act.

ARTICLE VI: EMERGENCY RESPONSE MEASURES

6.1 In the event of an act of imminent violence or violence in progress, Employees, Supervisors and Managers are to follow these steps:

Step 1. Should an employee suspect or witness an act of imminent violence or violence-in-progress, by an Employee or non-employee, either at the workplace or at an employer-sponsored event, they are to immediately notify the on-shift Manager. If the on-shift Manager is not immediately available, or if the circumstances warrant, the employee must immediately call Durham College security services who will then notify the Police.

Step 2. The on-shift Manager must immediately report the act, via direct line to Durham College security services who will notify the police if necessary.

Step 3. Employees who are confronted by or encounter an armed or dangerous person should not attempt to challenge or disarm the individual.

ARTICLE VII: ACTS OF POTENTIAL VIOLENCE

7.1 Employees are to exercise good judgement and inform the General Manager (or Internal Corporation Commissioner) if any employee or patron exhibits behaviour that could be a sign of a potentially dangerous situation. Examples of such behaviour may include, without limitation:

7.1.1 Discussing weapons or bringing them to the Student Center;

7.1.2 Displaying overt signs of extreme stress, resentment, hostility or anger;

7.1.3 Sudden or significant deterioration in performance (staff); and/or

7.1.4 Displaying irrational or inappropriate behaviour including aggressive actions, offensive actions and/or threatening or offensive words.

ARTICLE VIII: REPORTING AND INVESTIGATION

8.1 Reporting Procedure. In addition to following Emergency Response Measures at subsection 5.1, workers must also report, in writing, all violence-related incidents or hazards to the General Manager and/or the President of the Corporation. Employees are encouraged to utilize the Incident Reporting Form (attached as Appendix "A".)

8.1.1 Copies are to be kept behind the front desk of the front office in the student center.

8.1.2 If there is a conflict of interest with the Manager, employees are to address themselves to the President of the Corporation.

8.2 Investigation. All reports of violence or threats of violence will be promptly assessed and investigated as appropriate. An investigation may include, without limitation:

8.2.1 Meeting with the person/person(s) bringing forward the concerns/complaint(s);

8.2.2 Meeting with the alleged perpetrator of the violent or potentially violent conduct;

8.2.3 Obtaining the names of witnesses and other persons that may have information relevant to the matters in issue and meeting with such persons, as appropriate.

8.2.4 All employees are required to cooperate fully in any investigation of alleged workplace violence.

ARTICLE IX: NO REPRISALS

9.1 There shall be no reprisal against any individual who, in good faith, reports an incident of violence or potential violence and/or who participates in an investigation.

9.2 "Reprisal" is defined as any act of retaliation, either direct or indirect.

ARTICLE X: MANAGEMENT RESPONSE PROCEDURES

10.1 Management will review and document all reports of workplace violence/harassment and ensure that appropriate action is taken.

10.2 In addition to addressing the violent (or potentially violent) situation itself, Management may also, without limitation:

10.2.1 warn staff who might be affected by any potentially dangerous situation of which the manager becomes aware; and

10.2.2 advise the reporting Employee about the outcome of any investigation to help minimize the chance of similar incidents.

ARTICLE XI: SUPPORT FOR EMPLOYEES AFFECTED BY WORKPLACE VIOLENCE

11.1 Management will respond promptly, assess the situation and provide interventions, as appropriate. Such interventions may include, without limitation:

11.1.1 Facilitation of medical attention;

11.1.2 Debriefing (by skilled professional);

11.1.3 Referrals to employee assistance program;

11.1.4 Reporting to police (as required); and

11.1.5 Team debriefing.

ARTICLE XII: PROTECTING WORKERS FROM VIOLENCE STEMMING FROM DOMESTIC SITUATIONS

12.1 "Domestic violence" is violence between two persons who currently have, or have had in the past, a personal intimate relationship.

12.2 The Employer will take all reasonable precautions to protect any worker or workers from violence or potential violence in the workplace stemming from a domestic situation about which the Employer becomes aware.

12.3 Reasonable precautions will be determined on a case by case basis and may include, without limitation, the development of an individual safety plan for the affected worker or workers.

ARTICLE XIII: RISK ASSESSMENT

13.1 Management (with worker involvement) assesses workplace violence hazards in all jobs, and in the workplace as a whole. It reviews risk assessments annually, as well as when new jobs are created or job descriptions are significantly changed.

ARTICLE XIV: EDUCATION

14.1 New Employees will receive both general and site-specific orientation to the workplace violence and harassment prevention program. In addition, all employees will receive an annual review of the program's general and site-specific components.

ARTICLE XV: ACCOUNTABILITY AND CONSEQUENCES OF VIOLATING THIS POLICY

15.1 All workplace parties are accountable for complying with the policy, program, measures and procedures related to workplace violence. Any act of workplace violence or threat thereof, will result in discipline up to and including termination from employment. It may also lead to removal from the worksite and/or to civil or criminal liability.

ARTICLE XVI: RECORDS

16.1 All records of reports and investigations of workplace violence and harassment are kept for seven (7) years.

ARTICLE XVII: POLICY REVIEW

17.1 This Workplace Violence Prevention Policy and program will be reviewed as often as may be required and, at minimum, annually.