

<b>Policy:</b>	<b>Workplace Violence Policy</b>
<b>Effective Date:</b>	<b>August 1<sup>st</sup>, 2013</b>
<b>Revised:</b>	
<b>Purpose:</b>	<b>This policy sets out employment standards to address issues of violence in the workplace.</b>

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It has been and remains the policy of the Student Association of George Brown College to promote a productive work environment and not to tolerate any incidents of workplace violence or threats of violence.

## **1.0 STATEMENT OF COMMITMENT**

Workplace violence is prohibited by the Canadian legislation. In keeping with its values and legal responsibilities as an employer, Student Association of George Brown College will treat any complaint of violence as a serious matter.

Student Association of George Brown College is committed to providing a workplace that promotes professionalism and ethical behaviour. It therefore requires all persons to exercise behaviour that facilitates the creation of a working environment that is conducive to the achievement of excellence and the development of one's potential. Workplace violence constitutes unprofessional behaviour which undermines the maintenance of a professional workplace.

Student Association of George Brown College will assess the risks of workplace violence that may arise from the nature of the workplace, in accordance with the provisions of the *Occupational Health and Safety Act*.

Student Association of George Brown College encourages the reporting of all incidents of workplace violence, regardless of who the offender may be.

## **2.0 PURPOSE OF THIS POLICY**

The purpose of the Workplace Violence Policy (the "Policy") is to maintain a work environment free from acts of violence. This Policy is a clear statement of Student Association of George Brown College's commitment and determination to act promptly against any incident of violence and to create an environment where violence will not be tolerated. The objectives of the Policy are to:

- demonstrate and promote the commitment of Student Association of George Brown College to protect the dignity and rights of its employees;
- alert and educate employees to the fact that violence is prohibited under the laws of Canada;
- take immediate action and promote confidential, impartial and effective procedures to resolve complaints in ways that respect the rights of all parties;
- provide appropriate remedies to complainants in recognition of the impact of violence;
- identify various roles and responsibilities for the maintenance of a violence-free workplace; and
- Provide appropriate responses and consequences where violence has occurred.

### **3.0 DEFINITION OF WORKPLACE VIOLENCE**

Workplace Violence means:

- 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 any person in our workplace, that could cause physical injury to a worker; client and other agency stakeholders;
- a statement or behaviour that it is reasonable for any person in our workplace to interpret as a threat to exercise physical force against any person, in a workplace, that could cause physical injury to any person in the workplace;

### **4.0 DEFINITION OF WORKPLACE**

#### **4.1 Locations**

The Policy will be enforced where activities related to the work of Student Association of George Brown College take place. These include:

- activities within offices, lunch rooms and other Student Association of George Brown College property;

- events associated with and including outside activities;
- situations outside of Student Association of George Brown College operated premises e.g. external work assignments, work-related conferences, training sessions, travel or social gatherings; or
- activities in other locations where violence or threats of violence may have a subsequent impact on the work relationship, performance or environment.

#### 4.2 Individuals – Who are Bound

All persons working for Student Association of George Brown College or carrying out Student Association of George Brown College's business are covered by the policy. These include office staff, security staff, cleaning staff who are temporary, part-time, and full-time and contract employees. This Policy also applies to members of the Student Association of George Brown College's Board of Directors.

### **5.0 INFORMATION**

#### 5.1 Information and Instruction with Respect to Workplace Violence

- Student Association of George Brown College will provide an employee with,
  - (i) information and instruction that is appropriate for the employee on the contents of the policy and program with respect to workplace violence; and
  - (ii) any other prescribed information or instruction.
- The information provided to an employee may include personal information related to a risk of workplace violence from a person with a history of violent behaviour if,
  - (i) the employee can be expected to encounter that person in the course of his or her work; and
  - (ii) the risk of workplace violence is likely to expose the employee to physical injury.
- Student Association of George Brown College will not disclose more personal information than is reasonably necessary to protect the employee from physical injury.

#### 5.2 Domestic Violence

- Student Association of George Brown College becomes aware or ought reasonably to be aware that domestic violence that is likely to expose an employee to physical injury may occur in the workplace, the organization will take every reasonable precaution to protect the employee/s.

### **5.3 Assessment of the Risks of Workplace Violence**

- Student Association of George Brown College will assess the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.
- Student Association of George Brown College will reassess the risks of workplace violence as often as necessary to ensure that the related policy and the related program continue to protect employees from workplace violence.
- The assessments and reassessments will take into account,
  - (i) circumstances that would be common to similar workplaces;
  - (ii) circumstances specific to the workplace; and
  - (iii) any other prescribed elements.
- The assessment and reassessment of risk of workplace violence will also take into account:
  - (i) the existence of potential risks due to interactions with the public, employees and customers;
  - (ii) Student Association of George Brown College safety plan; and
  - (iii) the relationship between Student Association of George Brown College and the local police.
- Student Association of George Brown College shall advise the committee or a health and safety representative of the results of the assessment and reassessment, and provide a copy, if the assessment or reassessment is in writing.

### **5.4 Program to Implement the Policy with Respect to Workplace Violence**

- Student Association of George Brown College will develop and maintain a program to implement the policy with respect to workplace violence.

- Without limiting the generality of paragraph (a) above, the agency will,
  - (i) include measures to take and procedures to follow in order to control risks of workplace violence identified in the risk assessment that is required under section 5.3, as likely to expose an employee to physical injury; (see Health and Safety Policy)
  - (ii) include measures to take and procedures to follow in order to summon immediate assistance when workplace violence occurs or is likely to occur;
  - (iii) include measures that employees must take and procedures that they must follow to report incidents of workplace violence to Student Association of George Brown College or their supervisor;
  - (iv) set out how Student Association of George Brown College will investigate and deal with incidents or complaints of workplace violence; and
  - (v) include any prescribed elements.
  - (vi) ensure any deaths or critical injuries are reports to the Ministry of Labour (MOL) and (WSIB) within 24 hour time frame;
  - (vii) identify and alert staff to violent persons and hazardous situations;
  - (viii) to contact police as required to report assaults or safety concerns;

## 5.5 Posting of the Policy

- The Policy and procedures concerning workplace violence will be posted at a conspicuous place in the workplace.

## 5.6 Review of the Policy

- Student Association of George Brown College will review the policy with respect to workplace violence as often as is necessary, but at least annually.

## **6.0 DUTIES OF THE SUPERVISOR**

- 6.1 The Manager will advise an employee of the existence of any potential or actual danger to health or safety of the employee of which the manager is aware, including personal information, related to a risk of workplace violence from a person with a history of violence behaviour if,
  - the employee can be expected to encounter that person in the course of his or her work; and
  - the risk of workplace violence is likely to expose the employee to physical injury.
- 6.2 The supervisor will not disclose more personal information than is reasonably necessary to protect the employee from physical injury.

## **7.0 DUTIES OF THE EMPLOYEE**

- 7.1 The employee shall advise Student Association of George Brown College or the supervisor of any incident or risk of workplace violence of which he or she is aware.

## **8.0 Complaint Procedure**

- 8.1 Employees who experience harassment are encouraged to make it known that the behavior is offensive and contrary to the Ontario *Human Rights Code* and the SA's policy. If confronting the individual(s) directly is not possible (or the behavior continues) the employee should:
  - *Report the harassment to their Coordinator, or ;*
  - *Report the harassment to any other member of management, or ;*
  - *In the case of a complaint against the Executive Director, report the harassment to the Board of Directors;*
  - *If there is an imminent risk or occurrence of physical harm contact police;*

## **REPRISAL**

This Policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. Student Association of George Brown College will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

## **COMPLAINTS**

All employees have a right to complain about workplace violence and are entitled to have access to the complaint procedures. Every attempt should be made to resolve matters through an informal resolution. The first step is to inform the individual that his/her behaviour is inappropriate and must stop immediately. Many complaints can be resolved quickly and effectively using this approach. In order to stop workplace violence, supervisory and managerial personnel must address and attempt to resolve complaints under this Policy and procedure in a timely fashion.