

Great Plains College

PERSONNEL

Policy Council Review: June 3, 2024

SLT Reviewed and Approved: June 17, 2024

Board Approved: June 18, 2024 BM# 56: 2023-2024

NAME: Violence in the Workplace Policy

Great Plains College recognizes the potential for violent acts or threats directed against College employees and/or students and is committed to minimizing or eliminating the risk of violence. Violence in any form will not be tolerated. Employers and employees (instructors and students) must work together to prevent it.

POLICY STATEMENTS

Great Plains College will not tolerate or condone any form of violence, and will make every reasonable and practicable effort to ensure that no member of the College community is subjected to violence in the college environment. The College will act quickly to investigate or have Law Enforcement Officers investigate any reports of violence, and will take appropriate corrective action where violence is substantiated.

The College will also act to minimize the psychological and physical harm done to members of the college community if violence does occur.

Individuals or groups who engage in violence may be removed from Great Plains College facilities and may be subject to disciplinary action including dismissal, suspension, expulsion, notice of trespass and criminal prosecution.

Individuals, who make bad faith allegations of violence, which are knowingly false, fraudulent, or malicious, will be subject to discipline up to and including dismissal or expulsion from Great Plains College.

All members of the Great Plains College community have the right to make a complaint or enforce their rights under either this policy or Great Plains College Anti-Harassment Policy 510. A complaint being investigated under this policy will not be considered under the Harassment Policy concurrently and vice versa. The Vice President and Human Resources office will decide the procedure to be followed if a situation could engage both policies.

This policy applies to Great Plains College learning, working and living environments. For the purposes of this policy, violence in the learning, working and living environments includes, but is not limited to, violence which occurs:

- at any Great Plains College facility
- at Great Plains College - related functions including extracurricular activities
- in the course of learning or work-related functions outside of Great Plains College
- at learning or work-related conferences or training sessions
- during learning or work-related travel
- using the telephone, computer, any communication device, or social media
- independent of Great Plains College but which carries over or threatens to carry over to Great Plains College facilities or activities (e.g., domestic violence)

Great Plains College may immediately remove from its facilities, with the assistance of the local police service, if necessary, any person whose continuing presence represents a credible threat to people or to Great Plains College facilities.

No person, while on Great Plains College facilities, shall store, carry or use a weapon. This policy does not apply to:

- police officers, peace officers or licensed guards carrying issued weapons in the performance of their law enforcement or security duties.

- ceremonial knives carried or used to meet religious obligations when they have been rendered inoperable.
- small folding or utility knives used for a lawful purpose that are not brandished or worn in such a manner as to cause concern or alarm.

The College is an open community where individuals interact with many other people, increasing the potential for violence. The risk of violence may be increased for college community members who:

- make or transmit decisions about the financial obligations or the academic standing of others
- work directly with money or other valuables
- work or study alone or under other circumstances where they are relatively isolated from the assistance of others
- deal with the public (reception)
- are those whose work involves private interactions
- provide security services or crisis counselling and intervention services

The College has a duty to inform employees and learners who are identified as being “at risk” to violence. This includes providing information related to the risk of violence posed by persons who have a history of violent behavior and who are likely to be encountered in the course of their work or learning activities. In order to identify the sites or employee and learner positions where violence has occurred or may be reasonably expected to occur, an Occupational Health and Safety Officer will conduct an assessment. Measures must be taken in each identified area of greater potential of violence to eliminate the risk of violence or to control that risk if it is not reasonably practicable to eliminate it.

DEFINITIONS

Violence means:

- The attempted or actual exercise of physical force against a person; or
- The exercise of unwanted emotional or psychological force against a person; or
- Any threatening statement or behavior that gives a person reasonable cause to believe that physical, emotional or psychological force will be used against the person or that makes a person feel unsafe or intimidated.

Complainant is a person who discusses a concern and/or makes a complaint (an allegation, whether oral or written) of violence under the policy.

Respondent is a person against whom a complaint has been made under this policy or is the subject of allegations of violence under the policy.

GUIDELINES

1. Shared responsibility:
Preventing and stopping violent behavior at Great Plains College requires that all members of the College community work together to behave in a respectful and professional manner, and to address violent behavior when it happens.
2. Principles of Natural Justice:
The implementation of this policy will be conducted based on the principles of natural justice. This means that the respondent has the right to know the allegations against them, and the right to reply to these allegations. It also means that anyone investigating a concern or complaint must endeavor to remain neutral and avoid allowing any personal bias to influence their decisions. Remedial or punitive actions resulting from the implementation of this policy will be based on evidence. Both the complainant and respondent will be provided with a summary of the findings of any investigation and whether the allegations have been substantiated.

3. Problem solving versus punitive action:

The main purpose of the Violence Prevention Policy is to assist with resolving issues and ensuring safety. While it is recognized that sanctions are sometimes necessary and effective, a process that encourages discussion and a negotiated agreement is preferred where possible.

REPORTING

Routine reporting of violent incidents will be communicated via the Occupational Health and Safety Committee meeting minutes.

EDUCATION

Education is an important part of this policy. Great Plains College is committed to promoting a violence-free workplace through education and conversation in many forums and formats throughout the community on an ongoing basis. The educational activities will address such topics as:

- forms of violence,
- tools, procedures, work practices, and controls to minimize or eliminate violence
- how to obtain assistance, including the Employee Assistance Program
- what to do about violence and how to report it.

CONFIDENTIALITY

Great Plains College recognizes the importance of confidentiality, and complaints and reports of violence will be treated as confidential. All information collected as a result of any action under this policy will be managed in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP) as applicable. The name of a complainant, respondent or person reporting an act of violence, or the circumstances related to the complaint, will not be disclosed to any person other than where the disclosure is necessary to investigate the complaint, required in order to take corrective action in response to a complaint, or where required by law. Personal information that is disclosed in these cases will be the minimum amount necessary for the purpose.

REFERENCES

- The Local Authority Freedom of Information and Protection of Privacy Act
- The Saskatchewan Employment Act
- The Saskatchewan Human Rights Code
- The Saskatchewan Occupational Health and Safety Act
 - *As such, this policy, at minimum, is subject to review every 3 years.

Actions Under Other Jurisdictions

Notwithstanding the provisions of the Policy, individuals have the right to seek the advice and services of the Human Rights Commission at any time. The Policy is not intended to preclude any person from filing a complaint with the Saskatchewan Human Rights Commission or the Occupational Health and Safety Division of the Department of Labor, or from initiating other legal action. Unionized employees will be afforded all rights of the Collective Agreement/Staff Agreement in addition to the Policy.

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PERSONNEL - PROCEDURES

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NAME: Violence in the Workplace Procedures

Principles of the Policy

Great Plains College has a responsibility to maintain a learning and working environment free of violence for students and employees.

Any instances or reports of violence will be dealt with in adherence with current legislation. Personal privacy and confidentiality will be respected for all students and employees in all instances of violence. Only pertinent information will be shared as needed for safety for all.

Procedures for Employees

- Great Plains College will minimize the risk of violence in its workplaces and will ensure that staff working in isolation are aware of procedures to summon help.
- Employees will be informed by their immediate out-of-scope supervisor of the nature and extent of the risk of violence, including, except where prohibited by law, any information in the College's possession related to the risk of violence from persons who have a history of violent behavior and whom employees are likely to encounter in the course of their work.
- Employees who have been exposed to a violent situation should promptly notify the RCMP and report the incident to an immediate out-of-scope supervisor or the HR Manager. The employee will then complete a Violence Incident Report form (Form A).
- The immediate out-of-scope supervisor or HR Manager will advise any employee who has been exposed to a violent incident to consult their physician for treatment or referral for post-incident counseling. If the employee does not wish to seek medical attention, the immediate out-of-scope supervisor or HR Manager will document the fact that the employee has been notified and understands this right.

Occupational Health and Safety Requirement

- The President & CEO or designate will investigate the violent incident reported to determine what steps are needed to prevent a recurrence and take appropriate corrective steps in accordance with the Collective Agreement and College policy. The President & CEO or designate shall contact Occupational Health & Safety by telephone at 1-800-567-7233 in regards to the incident and complete the Violence Investigation Report (Form B) and send a copy to the HR Manager.

Workers' Compensation Requirement

- Both the College and the employee will make a report of injury to the Workers' Compensation Board if the employee does consult a physician or misses work.
- The HR Manager shall, as soon as possible, and no later than within five days from the date they become aware of an injury which prevents an employee from earning full wages or which necessitates medical aid, notify the Workers' Compensation Board in writing of:

- the nature, cause and circumstances of the injury;
 - the time of the injury;
 - the name and address of the injured employee;
 - the place where the injury happened;
 - the name and the address of any physician who attends the employee for his/her injury; and
 - any further particulars of the injury or claim for compensation that the board may require.
- When an employee receives treatment or counseling mentioned above, the College shall ensure that the employee loses no pay or other benefits in accordance with the provisions of the Collective Bargaining Agreement.
 - The President & CEO or designate will notify the HR Manager as to the outcome of the investigation.
 - Reports of violence will be brought forward by the HR Manager or President & CEO for review by the Senior Leadership Team to help eliminate or reduce workplace violence.
 - The HR Manager will assist the Occupational Health and Safety Committee in the development of a violence prevention training program for use by all employees that includes information regarding how to recognize potentially violent situations, procedures and work practices developed for the safety of employees, how to respond to violent incidents, and procedures for reporting.

Procedures for Students

- Great Plains College will minimize the risk of violence in its learning environments and will ensure students are aware of procedures to summon help.
- Students who have been exposed to a violent situation should promptly notify the RCMP and report the incident to their instructor or student advisor and complete a Violence Incident Report Form (Form A).
- The instructor or student advisor will advise any student who has been exposed to a violent incident to consult their physician for treatment or referral for post incident counseling. If the student does not wish to seek medical attention, the instructor or student advisor will document the fact that the student has been notified.
- The instructor or student advisor, in conjunction with the President & CEO or designate, will investigate the violent incident reported to determine what steps are needed to prevent a recurrence and take appropriate corrective steps in accordance with College policy. The President & CEO or designate will complete the Violence Investigation Report (Form B) and send a copy to the HR Manager.
- The President & CEO or designate will notify the HR Manager as to the outcome of the investigation.
- Reports of violence will be brought forward by the HR Manager or President & CEO for review by the Senior Leadership Team to help eliminate or reduce future violence.

(see Violence Incident Report Form A and Form B)

Violence Incident Report

Form A

To be completed by the employee / student

1. Name: 2. Job Title (employee) / class (student) and location:

3. Date of incident: 4. Time of incident: am pm

5. Location of incident: 6. Name & address of suspect if known:

7. Suspect was an: Employee Ex-employee Student Delivery person Other (specify)

8. Type of assault:

Verbal Threat Pushed Scratched Bitten Struck Kicked Other (please describe)

9. Witnesses? Yes No (If yes, please list)

10. Police contacted? Yes No

11. Did you consult a doctor? Yes No

a. If no, do you want to consult a doctor? Yes No

12. Did you consult a counselor? Yes No

a. If no, do you want to consult a counselor? Yes No

13. Medical attention, first aid obtained? Yes No

14. Action taken: (if insufficient space, please attach the information)

15. All relevant information attached? Yes No

16. Signature of employee/student and date completed: 17. Signature of supervisor/instructor and date received:

18. Signature of the President and CEO and date received:

Violence Investigation Report

Form B

To be completed by the President & CEO or designate

1. Name of Student/Employee:

2. Your Name:

3. Job Title:

4. Date and Time of incident:

5. Time and date notified of incident:

6. Police contacted? Yes No

7. Employee/student advised of right to consult a doctor? Yes No

8. Medical attention, first aid obtained? Yes No

9. Investigation conducted? Yes No

10. Suspect was: Employee Ex-employee Student Delivery person Other (specify)

11. Name and address of suspect if known:

12. Was the suspect involved in previous violent incidents? Yes No

13. Are measures in place to prevent a recurrence? Yes No

14. Action taken: (if insufficient space, please attach the information)

15. All relevant information attached? Yes No

16. Occupational Health & Safety contacted at 1 800 667-5023? (employees only) Yes No

17. Workers Compensation Board forms completed within a maximum of 5 days of the date the employee becomes aware of an injury? (employees only) Yes No

18. Signature of immediate supervisor/instructor and date received:

19. Signature of the President and CEO and date received: