



POLICY

Title: Violence in the Workplace

Policy Statement:

Northern Lakes College is committed to providing a respectful, secure and supportive work/learning environment, which contributes to the security of its employees, students, Board members, clients and guests. The College will not tolerate acts of violence, threats or violence, harassment, abuse or other disruptive behaviours on the part of anyone; whether members of the College Community or the public. The College has established a zero tolerance policy that prohibits actual or threatened violence.

Approved: _____
(Chair of the Board)

(Date)

To Be Reviewed: April 2018

Review and Revision Date(s): December 9, 2004; February 19, 2008; April 25, 2013

First Approval Date: December 9, 2004

Stakeholders Consulted (Date):

Senior Management Team (June 1, 2004; June 15, 2004; July 7, 2004; August 24, 2004; January 28, 2008)

EMAC (October 27, 2004, December 14, 2007, April 22, 2013)

Reference to other Documents:

Alberta Occupational Health and Safety Code

Harassment Policy

Northern Lakes College Emergency Response Plan

Preventing Violence and Harassment at the Workplace Guide (Revised November 2006);

Government of Alberta

Definitions:

College Community includes employees, students, the Board of Governors,

Community Education Committees and other individuals formally associated with Northern Lakes College.

Violence (as defined in Preventing Violence and Harassment at the Workplace Guide) is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury.

Physical Injury means physical harm to any person or damage to College or personal property.

Abuse (as defined in Abuse in the Workplace: A Program Development Guide for Health Care Organizations, Alberta Health & Wellness) means any behaviour such as: physical assault or aggression; unsolicited and unwelcome conduct, comments, gestures or contact which causes offence or humiliation; or physical harm to an individual which engenders fear or mistrust or which compromises and devalues the individual. It can come from anyone and be directed to anyone in the workplace. It can be subtle or overt; deliberate or unintended; and may be a single event or may involve a continuing series of incidents.

Weapons are any instruments that can or are used to cause physical harm to a human being. Weapons include but are not limited to firearms, knives, martial arts instruments and explosives.

Guidelines:

1. Persons who work for or act on behalf of the College and persons granted access to College services or sites are expected to take responsibility for their actions and treat one another with courtesy and respect.
2. Violence, threats of violence, harassment, threatening remarks or gestures or other disruptive behaviour in the workplace are unacceptable. Violence or the threat of violence will be regarded as a real and serious danger.
3. Weapons are not permitted on College property, except where they are part of an approved course at the College, under the supervision of a trained instructor.
4. Response to serious incidents of violence will be in compliance with the procedures set out in the College Emergency Response Plan available at each campus.
5. To develop preventative strategies and procedures, Senior Management will solicit a list of potential high risk activities for workplace violence from the Occupational Health and Safety Committee and the Council of Community Education Committees (CCEC) at a minimum. The list shall be updated every three years. The potential areas of risk may include, but are not limited to:
 - a. Security contractors and/or personnel assigned to protect college people and resources;
 - b. Employees at workstations where money is collected, issued, or withheld; e.g.) HR employees who garnishee wages;
 - c. Meetings where bad news is delivered. For example:

- i. Housing eviction
 - ii. Discussions about poor performance of students or employees
 - iii. Counselors notifying students of unsuccessful funding applications
 - iv. Instructors reviewing poor course results with a student
- d. Domestic problems that spill over to school or work
- e. Violence prone communities
- 6. The College shall have violence prevention strategies which may develop from considering one or more of the following three areas:
 - a. Removal of the problem
 - b. Engineered controls e.g. escape routes
 - c. Administrative controls e.g. No working alone, teams to deliver bad news, training to diffuse violent situations, training in self-defense, and guidance on reporting verbal abuse.
- 7. The College shall have post-incident procedures which include, at a minimum:
 - a. First aid and medical attention guidance;
 - b. Psychological assistance advice for trauma;
 - c. Debriefing steps;
 - d. Plans to prevent similar incidents in the future.
- 8. Persons who instigate or contribute to workplace violence will be subject to removal from the premises and subject to disciplinary action, up to and including immediate dismissal, suspension or expulsion. In addition, the person may be subject to criminal penalties and personal legal action. The College will assist law enforcement in any criminal investigation.
- 9. Persons who instigate or contribute to workplace violence can be subject to a no trespass order issued through the College's legal counsel. It is an offence for an individual to trespass on land when that individual has been given notice not to trespass on that land. It is not necessary to have the intention of committing some other kind of wrongdoing in order for trespass to be committed. It is enough that the person merely enters. Persons wishing to appeal a no trespass order can do so directly to the President.

Examples

Examples of behaviours that are prohibited include but are not limited to:

- 1. Threats or acts of physical force and/or assault, including pushing, shoving, slapping, hitting, punching or striking.
- 2. Threatening conduct such as attempts to instill fear in another, menacing gestures, stalking, or brandishing weapons including tools and equipment, as if intending to cause physical harm.
- 3. Verbal and/or written statements designed to threaten or instill fear in others, including phone calls, letters, notes, e-mails, etc.
- 4. Making direct or veiled verbal threats of physical harm to persons or groups or to another's personal property or to College property.
- 5. Verbal and/or written statements designed to provoke violence in others including taunting, holding another up to ridicule or remarks to

demean another.

10. College procedures on workplace violence will protect members of the College Community from retaliation and false accusations.