

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 3	DIRECTIVE NO. A22
	ORIGINATOR Joint Health & Safety Committees	
	APPROVED BY President's Executive Committee	
TITLE Workplace Violence Prevention	EFFECTIVE DATE 2003.03.05	REPLACES New

Preamble

All members of the College community are expected to conduct themselves in accordance with Directive A21 - " Rights, Freedoms, Responsibilities and Code of Conduct for the Algonquin College Community", which establishes standards of behaviour and embodies the values of human dignity, mutual respect, justice, security of the person and ethical behaviour. The Code of Conduct specifically requires that students and staff refrain from violence, abuse, harassment and discrimination of all kinds.

The term *workplace violence* is used to describe a wide range of inappropriate behaviours in workplaces, which are in conflict with the Code of Conduct. These include, but are not limited to both criminal and non-criminal offences such as: robbery, sexual assault, assault, weapons offences, harassment, sexual harassment, threats, aggressive, abusive or intimidating behaviour, obscene acts and communications and other socially unacceptable and disruptive behaviours.

Workplace Violence Prevention Program

Policy

Algonquin College is committed to maintaining a working and learning environment, which is free from violence and will undertake proactive measures to prevent such occurrences.

The Workplace Violence Prevention Program describes workplace violence hazards and processes to assess and control these risks. It promotes proactive strategies and awareness. Examples of these strategies include:

- Workplace Design Measures
- Physical & Electronic Security Measures
- Administrative Systems & Procedures
- Training programs in Non-violent Crisis Intervention, Rape Aggression Defence Techniques, various Safety & Security topics
- Personal Safety Awareness Techniques

Although the emphasis of College actions in the area of workplace violence is placed on the prevention of such incidents, it is important to recognize that no workplace is immune from the risk of workplace violence. The effect that such incidents can have on the personal safety and emotional well being of staff and students is significant.

Persons determined to be engaged in acts of workplace violence may be subject to criminal/civil proceedings as well as internal College disciplinary processes and other sanctions established by regulatory bodies and professional associations, where applicable.

The following procedures have been developed to serve as a guide in responding to incidents of workplace violence, which may occur.

Procedures

All members of the College community are obligated to report incidents and concerns of workplace violence as follows:

- Serious incidents requiring emergency response should be reported by contacting the Security Emergency number ext. 5000.
- Incidents which do not require emergency response should be reported in writing to the Manager/Chair of the affected person or Security Services. If the Manager/Chair of the affected person is involved in the incident, the report should be made to the Director/Dean of the affected person.

Manager/Chair or Director/Dean will:

- Determine the nature of the complaint.
- Investigate non-criminal/non-urgent matters or seek investigative guidance from Human Resources or Security Services.
- If the incident appears to be criminal in nature - contact Security Services.
- If the incident relates to harassment/discrimination - follow procedures outlined in Directive A8 - Harassment/ Discrimination. This involves following either the informal resolution process or the formal resolution process, as outlined in the procedures addendum to the directive.
- Respond to the complainant in a reasonable period of time.
- Consult with Human Resources/Union representatives and/or Security Services in determining measures to be taken.
- Initiate disciplinary action, where warranted, as a result of an investigation. In instances of student misconduct, the process for notification of a student and scheduling a disciplinary hearing are outlined in Directive E27 - Student Misconduct.
- Document all actions.

Security Services will:

- Provide emergency response services and involve the Police as required.
- Support the investigation of criminal matters in consultation with the Police, where necessary.
- Consult with the affected person's Manager/Chair or Director/Dean to determine the scope and nature of the complaint and the Security Services role in non-urgent matters.
- Consult with and make recommendations to the affected person's Manager/Chair or Director/Dean regarding the outcome of the investigation.
- Document all actions.

Additional Resources such as Human Resources, Health Services, EAP, Counselling, TERT etc. shall be utilized as appropriate and in accordance with other Directive references when dealing with incidents of workplace violence.

Related Directives

- A21: Rights, Freedoms, Responsibilities and Code of Conduct for the Algonquin College Community
- A8: Harassment & Discrimination
- E27: Student Misconduct

Additional References

Workplace Violence Prevention Program
Disaster Plan – Critical Violent Act

(original signed by)

President