

Workplace Violence Policy

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Implementation Authority Director, Campus Security	
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1 Purpose

The purpose of this policy is to ensure that:

- a) workers understand that Workplace Violence is considered to be a serious offence and will not be tolerated;
- b) those subjected to Workplace Violence have access to assistance in order to pursue a complaint; and
- c) those subjected to or aware of Workplace Violence are advised of available recourse.

This policy is required under Alberta’s Occupational Health and Safety Code.

2 Scope

This policy applies to Workplace Violence at the University.

3 Definitions

In this policy:

- a) “CPTED” means crime prevention through environmental design.
- b) “EH&S” means the University’s Environment, Health and Safety department.
- c) “Employee” means an individual who is engaged to work for the University under an employment contract.
- d) “Hazard Assessment and Control Process” refers to the process through which the work site is assessed to identify existing or potential hazards as well as the methods used to control or eliminate the hazards identified.
- e) “Reprisal” means retaliatory measures that are taken against an individual because he or she reported, or sought advice about reporting, an incident of Workplace Violence including:

- i. a dismissal, layoff, suspension, demotion or transfer, discontinuation or elimination of a job, change of job location, reduction in wages, change in hours of work or reprimand;
 - ii. any other act that adversely affects the employment, working conditions, or education of the individual; and
 - iii. a threat to do any of the above.
- f) “Supervisor” is an individual who directs or oversees a person, group, department, organization, or operation for the University.
 - g) “Senior Leadership Team” means employees of the University who, at the relevant time, are designated as members of the Senior Leadership Team.
 - h) “Senior Officer” includes any member of the Senior Leadership Team as well as directors and department heads.
 - i) “Threat Assessment Committee (TAC)” is comprised of University staff members representing Campus Security, Human Resources, Student Services, SU Wellness Centre and Staff Wellness, and ad hoc committee members.
 - j) “University” means University of Calgary.
 - k) “Worker” means a person engaged in an occupation at the University including an Employee.
 - l) “Workplace Violence” means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury to a Worker in the workplace.

4 Policy Statement

Statement of Belief

4.1 The University is committed to:

- a) promoting a violence-free workplace;
- b) creating an environment in which people respect one another;
- c) investigating reported incidents of violence in an objective and timely manner;
- d) taking necessary action in response to reports of incidents of violence; and
- e) providing appropriate support for victims of Workplace Violence.

4.2 An act of Workplace Violence committed by or against any Worker is unacceptable and will not be tolerated.

Prevention of Workplace Violence

Hazard Assessment and Control

4.3 An assessment of the potential for violence in the workplace will be included in the University’s Hazard Assessment and Control process.

4.4 When the potential for violence is identified during an assessment, controls to mitigate the hazard will be considered. Controls or mitigation strategies could include:

- a) reconfiguration of workplace design/layout;
- b) use of Safewalk and Working Alone Security Notification System;
- c) development of a safe work procedure;
- d) a CPTED evaluation by Campus Security; and
- e) training.

Training

- 4.5** EH&S will develop and maintain a Workplace Violence awareness training program that deals with the following topics:
- a) recognizing Workplace Violence;
 - b) identifying the potential for violence in the workplace;
 - c) managing the risk for violence in the workplace;
 - d) implementing mitigation strategies;
 - e) the appropriate response to incidents; and
 - f) procedures for reporting, investigating and documenting incidents of Workplace Violence.
- 4.6** Supervisors will ensure that Workers review the training material, allowing time away from regular duties and access to a computer if necessary.

Response to Incidents of Workplace Violence

Report

- 4.7** Incidents of Workplace Violence will be reported to:
- a) the Supervisor(s) of the affected individual(s); or
 - b) the Senior Officer(s) in the faculty(s) or department(s) in which the incident occurred; and
 - c) Campus Security.
- 4.8** The TAC and/or Calgary Police Services will be notified by any of those listed at 4.7 if the circumstances warrant.
- 4.9** A Worker who is notified about or who is otherwise aware of an incident of Workplace Violence has a duty to report the incident.

Investigation

- 4.10** An investigation into an allegation of Workplace Violence will be coordinated by:
- a) Campus Security and the Senior Officer(s) in the faculty(s) or department(s) in which the incident occurred; or
 - b) Campus Security and the TAC; or
 - c) Campus Security, the Senior Officer(s) in the faculty(s) or department(s) in which the incident occurred and the TAC.
- 4.11** The coordinators will appoint an investigator who will begin with a preliminary review of the facts to determine if there are reasonable and probable grounds to warrant an in-depth investigation.
- 4.12** If the investigator determines that an in-depth investigation is warranted, it will be conducted as expeditiously and as confidentially as possible.

Disposition of the Complaint

- 4.13** The investigator will prepare a written report outlining the circumstances of the incident of Workplace Violence and any corrective action recommended to prevent a recurrence.

- 4.14 The report will be available to the Workers affected by the incident subject to applicable privacy laws.
- 4.15 A copy of the written report will be available for inspection by a provincial occupational health and safety officer if required.
- 4.16 If an allegation of Workplace Violence is substantiated:
 - a) the offender may be subject to disciplinary action in accordance with University policy and any applicable collective agreement; and
 - b) remedial action may be undertaken to correct workplace deficiencies identified through the process.

Protection of Persons Reporting an Incident

- 4.17 No person will take any Reprisal against a Worker who has reported, or sought advice about reporting, an incident of Workplace Violence.
- 4.18 Reports of Reprisal will be managed in accordance with the Disclosure Protection Policy.

Post-Incident Support

- 4.19 Human Resources and Staff Wellness will ensure that appropriate resources are available to a Worker who reports an injury and/or adverse symptom resulting from an incident of Workplace Violence.

5 Responsibilities

- 5.1 Workers will:
 - a) ensure that incidents of Workplace Violence are reported as set out in section 4.7;
 - b) participate in Workplace Violence training as required;
 - c) participate in the investigation of Workplace Violence as required.
- 5.2 Supervisors will:
 - a) participate in the investigation of Workplace Violence as required;
 - b) ensure that incidents of Workplace Violence reported to them are reported to the Senior Officer(s) in the faculty(s) or department(s) in which the incident occurred and to Campus Security;
 - c) ensure that Workers review the training material, allowing time away from regular duties and access to a computer if necessary; and
 - d) ensure that Workers involved in an incident of Workplace Violence participate in Workplace Violence training.
- 5.3 EH&S will:
 - a) create assessment tools for identifying the potential for violence in the workplace; and
 - b) develop and deliver Workplace Violence awareness training programs.
- 5.4 Human Resources will:
 - a) ensure resources are available for Workers who have been affected by incidents of Workplace Violence;
 - b) participate on the TAC;

- c) ensure that incidents of Workplace Violence reported to them are reported to the Senior Officer(s) in the faculty(s) or department(s) in which the incident occurred and to Campus Security.

5.5 Staff Wellness will:

- a) ensure resources are available for Workers who have been affected by incidents of Workplace Violence; and
- b) participate on the TAC.

5.6 Campus Security will:

- a) respond to and documents incidents of Workplace Violence;
- b) participate on the TAC;
- c) conduct CPTED assessments;
- d) provide monthly reports on Workplace Violence to EH&S;
- e) monitor compliance with this policy; and
- f) regularly review the policy to ensure consistency with practice.

5.7 Threat Assessment Committee will:

- a) provide support and referral to those affected by incidents of Workplace Violence;
- b) recommends a course of action for dealing with offenders;
- c) manages the communication of the protocol and outcomes to departments, faculties, and University Relations for communication to media and external agencies;
- d) monitors compliance with this policy; and
- e) makes recommendations for changes to policy and procedure.

6 Related Policies

[Code of Conduct](#)
[Student Non-Academic Misconduct Policy](#)
[Occupational Health and Safety Policy](#)

7 Related Information

[Workplace Violence Awareness Training](#)

8 References

[Occupational Health and Safety Code](#), Alta Reg 87/2009

9 History

April 23, 2012	Approved and Effective.
October 23, 2014	Editorial Revision.
January 1, 2020	Editorial Revision. Updated format and links.
May 29, 2023	Editorial Revision. Updated title.