



Classification	
Framework Category	Legal, Compliance and Governance
Approving Authority	Board of Governors
Policy Owner	Vice-President, Human Resources and Services
Approval Date	DRAFT
Review Date	
Supersedes	Workplace Violence Prevention Policy, January 2014

WORKPLACE VIOLENCE PREVENTION AND RESPONSE POLICY

PURPOSE

1. The University of Ontario Institute of Technology is committed to providing a healthy, safe and respectful workplace and will take all reasonable precautions to prevent Workplace Violence and protect Employees. The purpose of this Policy is to establish the framework for an effective and comprehensive Workplace Violence prevention and response program that meets the requirements of the Occupational Health and Safety Act (OHSA).

DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

“Delegated Decision-Maker” means an individual or group of individuals who are University Members and who are given authority to launch Investigations and to make Decisions under an approved University Policy Instrument.

“Domestic Violence” means behaviour used by one person to gain power and control over another individual with whom she or he has or has had an intimate relationship. Domestic Violence may include, but is not limited to:

- Physical or Sexual Violence
- Physical or psychological intimidation;
- Threats made to the person or their relatives;
- Verbal abuse; and/or
- Criminal harassment.

“Employee” means a worker as defined under the OHSA (<https://www.ontario.ca/laws/statute/90o01#BK0>).

“Reprisal” means taking action or threatening to take action against a University Member for reporting a concern or incident of Workplace Violence.

“Sexual Violence” means any sexual act or act targeting a person’s sexuality, gender identify, or gender expression, that is committed, threatened or attempted against a person without the person’s consent, and includes sexual assault, stalking, indecent exposure, voyeurism and sexual exploitation.

“Supervisor” means any person who has charge of the Workplace and/or authority to direct the activities of an Employee.

“University Member” means any individual who is:

- Employed by the University;
- Registered as a student, in accordance with the academic regulations of the University;
- Holding an appointment with the University, including paid, unpaid and/or honorific appointments; and/or
- Otherwise subject to University policies by virtue of the requirements of a specific policy and/or the terms of an agreement or contract.

“University Recipient” means the University Member or members designated in a University Policy Instrument to receive a complaint and/or to whom issues are reported.

“Visitor” means any person who is not a University Member and who has occasion, for any reason, to be present at any location owned, leased, rented or otherwise occupied by the University.

“Workplace” means any location or facility owned, leased, rented or otherwise occupied by the University for the purposes of carrying out University activities, including any off-site location where authorized work is being conducted. This includes but is not limited to any locations of business travel and conferences, student placements, field trips, field research, athletic events and University sponsored social events.

“Workplace Violence” means, in accordance with the definition under the OHSA:

- The exercise of physical force by a person against an Employee , in a Workplace, that causes or could cause physical injury to the Employee;
- An attempt to exercise physical force against and Employee, in a Workplace, that could cause physical injury to the Employee; or
- A statement or behaviour that is reasonable for an Employee to interpret as a threat to exercise physical force against the Employee, in a Workplace, that could cause physical injury to the Employee.
- Workplace Violence also includes threats and/or acts of Sexual Violence or Domestic Violence that may occur, or are likely to expose an Employee to physical injury, in the Workplace.

SCOPE AND AUTHORITY

3. This policy applies to all Employees.
4. This policy applies to any incident of Workplace Violence.
5. This Policy does not apply to processes conducted by law enforcement agencies and/or governed under the Criminal Code of Canada. These are separate processes that are not within the control of the University.
6. The Vice-President, Human Resource and Services, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

POLICY

The University will not tolerate threats or acts of violence and will take all reasonable precautions to protect the University community in order to provide a safe and healthy work environment free from violence. This Policy and its associated Procedures establish the University's Workplace Violence Prevention and Response program.

7. Community Responsibility & Duty to Report

- 7.1. All University Members and Visitors share the responsibility for creating and maintaining a community that is free of violence. All University Members and Visitors are responsible for their own actions at all times and are expected to contribute positively to the University environment, conduct themselves in a mature and responsible manner and adhere to all University policies and procedures.
- 7.2. Any Employee who has been involved in an incident of Workplace Violence or who perceives themselves at risk of Workplace Violence, are encouraged to report their concerns to a University Recipient in accordance with this Policy and the associated Procedures. This includes reporting concerns of incidents of Domestic Violence that may occur or are likely to expose the Employee to physical injury in the Workplace.
- 7.3. Any University Member or Visitor having information or reasonable grounds to believe an incident of Workplace Violence has occurred, or a risk of Workplace Violence exists, including as a result of Domestic Violence, is encouraged to report it to a University Recipient in accordance with this Policy and the associated Procedures.

8. Awareness and Training

- 8.1. Appropriate training related to personal and Workplace safety, as well as education regarding Employee roles and responsibilities related to Workplace Violence prevention and reporting will be provided for all Employees.

9. Assessment and Management of Risks

- 9.1. The University will regularly assess the risk of Workplace Violence and put in place and/or reinforce appropriate responsive measures and procedures to address any identified risks of Workplace Violence.

10. Responding to Reports of Workplace Violence

- 10.1. **Review and Investigation:** The University will take all necessary and appropriate steps to properly review and/or investigate and address reports of Workplace Violence in accordance with this Policy and Procedures, the Administrative Fairness Policy, and other applicable University policies and procedures, as amended.
- 10.2. **Employee Support:** The University will provide appropriate support services to Employees who are involved in incidents of Workplace Violence. This may include the creation of a personal safety plan through the Office of Campus Safety as well as facilitating access to appropriate counselling and/or support services.

11. Confidentiality

- 11.1. The University will use all reasonable efforts to keep the details of reports of Workplace Violence confidential, and will protect the identity of the individual making the report to the fullest extent possible under legislation, regulation, and University policy.

12. Duty to Warn

- 12.1. The University will provide information to the appropriate Employee(s) where either physical Workplace conditions or an individual with a history of violent behaviour may present a risk of Workplace Violence and the Employee can be expected to encounter that individual and/or physical conditions in the course of his or her work.
- 12.2. Where it is necessary for the University to provide information to an Employee regarding a risk of Workplace Violence in accordance with the OHSA, no more personal information will be disclosed than is reasonably necessary to protect an Employee from injury.

13. Violations

- 13.1. Any University Member or Visitor who is found to be culpable of an act of Workplace Violence following an investigation will be subject to disciplinary measure, penalties or other remedies in accordance with the relevant University Policy and Procedures, collective agreements, and/or contracts that govern the relationship between the individual and the University.

14. Work Refusal

- 14.1. Employees are entitled under the OHSA to refuse unsafe work. An Employee who has information or reasonable grounds to believe they are at risk of Workplace Violence may refuse unsafe work in accordance with the University's Work Refusal Procedures.

15. No Reprisal

- 15.1. No University Member or Visitor who makes a report of Workplace Violence will be subjected to Reprisal, either directly or indirectly. The University will investigate and take all appropriate action to address allegations of Reprisal.

16. Consequences for Reports Not in Good Faith

- 16.1. Any University Member who makes a report of Workplace Violence that is determined to be malicious, frivolous, vexatious, and/or knowingly false will be subject to disciplinary action, up to and including termination, as appropriate.

MONITORING AND REVIEW

- 17. This policy will be reviewed annually. The Vice-President, Human Resources and Services, or successor thereof, is responsible to monitor and review this Policy.

RELEVANT LEGISLATION

- 18. Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1, as amended

Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter F.31

RELATED POLICIES, PROCEDURES & DOCUMENTS

- 19.** Administrative Fairness Policy
Health and Safety Policy
Occupational Health and Safety Management System
UOIT – Durham College Threat Assessment Procedures
Workplace Violence Prevention and Response Procedures
Harassment and Discrimination Policy and Procedures
Student Conduct Policy
Work Refusal Procedures
Emergency Management Plan and Procedures
UOIT Joint Health and Safety Committee Terms of Reference



Classification	
Parent Policy	Workplace Violence Prevention and Response Policy
Framework Category	Legal, Compliance and Governance
Approving Authority	Governance, Nominations and Human Resources Committee
Policy Owner	Vice-President, Human Resources and Services
Approval Date	DRAFT
Review Date	
Supersedes	Workplace Violence Prevention Procedures, January 2014

WORKPLACE VIOLENCE PREVENTION AND RESPONSE PROCEDURES

PURPOSE

1. The purpose of these Procedures is to establish the processes for preventing and responding to threats and incidents of Workplace Violence under the Workplace Violence Prevention and Response Policy.

DEFINITIONS

2. For the purposes of these Procedures the following definitions apply:

“Complainant” means an Employee or group of Employees affected by the alleged Workplace Violence.

“Complaint” means:

- A formal written allegation of Workplace Violence made against a University Member or Visitor and submitted to (or received by) a University Recipient; or
- A written summary of facts, related to an incident or incidents of Workplace Violence, and forming the basis of a University-led investigation.

“Decision-Making Process” means a formal process to make a Decision established by and described in an approved University policy instrument.

“Delegated Decision-Maker” means an individual or group of individuals who are University Members and who are given authority to launch Investigations and to make Decisions regarding Complaints under an approved University Policy Instrument. For the purposes of these Procedures, the Delegated Decision-Maker is the Director, Human Resources, or delegate.

“Discloser” means a University member or any other individuals who brings an issue of Workplace Violence to the attention of a University Recipient.

“Domestic Violence” means behaviour used by one person to gain power and control over another individual with whom she or he has or has had an intimate relationship. Domestic Violence may include, but is not limited to:

- Physical or Sexual Violence

- Physical or psychological intimidation;
- Threats made to the person or their relatives;
- Verbal abuse; and/or
- Criminal harassment.

“Employee” means a worker as defined under the OHSA (<https://www.ontario.ca/laws/statute/90o01#BKO>).

“Investigator” means an individual appointed by a Delegated Decision-Maker to conduct an Investigation. For the purposes of these Procedures, the Investigator will normally be the Office of Campus Safety.

“Party” means anyone other than a Delegated Decision-Maker or an Investigator, participating in the resolution of an Issue and includes but is not limited to a person raising an Issue, Complainants, Respondents, and any persons who are asked to support the resolution processes as Witnesses.

“Respondent” means an individual who is alleged to have engaged in Workplace Violence and who is or was a University Member or Visitor at the time of the alleged incident.

“Review” is means an informal process undertaken to assess whether a Decision-Making Process will be commenced.

“Sexual Violence” means any sexual act or act targeting a person’s sexuality, gender identify, or gender expression, that is committed, threatened or attempted against a person without the person’s consent, and includes sexual assault, stalking, indecent exposure, voyeurism and sexual exploitation.

“Supervisor” means any person who has charge of the Workplace and/or authority to direct the activities of an Employee.

“University Member” means any individual who is:

- Employed by the University;
- Registered as a student, in accordance with the academic regulations of the University;
- Holding an appointment with the University, including paid, unpaid and/or honorific appointments; and/or
- Otherwise subject to University policies by virtue of the requirements of a specific policy and/or the terms of an agreement or contract.

“University Recipient” means the University Member or members designated in a University Policy Instrument to receive a complaint and/or to whom issues are reported. For the purposes of these Procedures the University Recipient will be one of the following, depending on the context of the concern and/or incident:

- Campus Security;
- The next appropriate Supervisor; or

- Human Resources.

“Visitor” means any person who is not a University Member and who has occasion, for any reason, to be present at any location owned, leased, rented or otherwise occupied by the University.

“Workplace” means any location or facility owned, leased, rented or otherwise occupied by the University for the purposes of carrying out University activities, including any off-site location where authorized work is being conducted. This includes but is not limited to any locations of business travel and conferences, student placements, field trips, field research, athletic events and University sponsored social events.

“Workplace Violence” means, in accordance with the definition under the OHSA:

- The exercise of physical force by a person against an Employee , in a Workplace, that causes or could cause physical injury to the Employee;
- An attempt to exercise physical force against and Employee, in a Workplace, that could cause physical injury to the Employee; or
- A statement or behaviour that is reasonable for an Employee to interpret as a threat to exercise physical force against the Employee, in a Workplace, that could cause physical injury to the Employee.
- Workplace Violence also includes threats and/or acts of Sexual Violence or Domestic Violence that may occur or are likely to expose an Employee to physical injury in the Workplace.

SCOPE AND AUTHORITY

3. These Procedures apply to all University Members and Visitors.
4. These Procedures apply to all Complaints of Workplace Violence.
5. These Procedures are not intended to replace the normal exercise of management or operational functions of the University. In addition, there is no intention to deny the rights of workers to appropriately exercise their pre-existing legal rights in addition to or in place of process and procedures articulated in this or other university policies or procedures.
6. The Vice-President, Human Resources and Services, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Procedures.

PROCEDURES

Any University Member or Visitor having information or reasonable grounds to believe an incident of Workplace Violence has occurred, or is occurring, have a duty to report the incident in accordance with the Workplace Violence Prevention and Response Policy and these Procedures. University Members who identify the potential for Workplace Violence to occur as a result of poor policy, procedures, and physical or other risk conditions, are encouraged to address their concerns with a University Recipient.

7. Roles and Responsibilities

- 7.1. All University Members will act in accordance with the University's Occupational Health and Safety Management System (OHSMS), the Health and Safety Policy, this Policy and the associated Procedures.
- 7.2. Specific responsibilities for the prevention and response to Workplace Violence are detailed in Appendix A to these Procedures.

8. Reporting Concerns or Incidents of Workplace Violence

- 8.1. **Immediate Assistance or Imminent Threat** - Incidents of Workplace Violence that are in progress, or where a threat is imminent, should be reported immediately to Campus Security or local law enforcement, as applicable based on the location of the Workplace.
 - a) Where Campus Security is contacted to respond to an incident or threat of Workplace Violence, Campus Security will contact the Office of Campus Safety to report the incident once the immediate risk has been resolved. The Office of Campus will report the incident to Human Resources.
 - b) Where local law enforcement is contacted to respond to an incident or threat of Workplace Violence, the relevant Employee or Supervisor will be responsible for contacting Human Resources to report the incident as soon as practicable after the immediate risk has been resolved.
- 8.2. **Non-Imminent Concerns and Complaints:** Concerns regarding the potential for Workplace Violence and/or Complaints of Workplace Violence that are not in progress, or which do not present an imminent risk, should be made to a University Recipient.
 - a) The University Recipient for such concerns or allegations will normally be the next appropriate Supervisor.
 - b) Where the Complaint may involve the next appropriate Supervisor, the University Recipient will be Human Resources.
- 8.3. **Physical Conditions of the Workplace:** Employees who identify physical conditions that may present an increased risk of Workplace Violence should report those concerns to their Supervisor. Physical conditions that may be associated with a risk of Workplace Violence include, but are not limited to:
 - i. Isolated areas where workers may be working alone;
 - ii. Impeded sightlines (e.g. overgrown shrubbery or areas that create potential for incidents of violence to occur hidden from view, etc.)
 - iii. Impeded, malfunctioning or absent safety mechanisms (e.g. poor or absent lighting, malfunctioning emergency phones, blocked emergency exits, etc.).

9. Responding to Reports of Domestic Violence

- 9.1.** Where a University Recipient receives a report, or becomes aware of directly or indirectly, of concerns regarding Workplace Violence involving Domestic Violence, the University Recipient will respond by:
- a)** Meeting with the Discloser and/or Complainant in order to gather necessary information required to properly review and address the concern or Complaint.
 - b)** Meeting with the Complainant and developing a safety plan that will identify measures that may be taken by the Complainant and the University in order to mitigate the risk to an Employee’s safety while in the Workplace. The safety plan will be developed in consultation with the Office of Campus Safety, Human Resources, law enforcement, and/or other agencies as appropriate.
 - c)** Identifying potential risk to any other Employees and determining where there may be a duty to warn in accordance with the Workplace Violence Prevention and Response Policy.
 - d)** Initiating and monitoring the implementation of the safety plan, including reviewing and revising the plan as necessary.
 - e)** Informing the Director of Human Resources.

10. Initiation of an Investigation into Workplace Violence

- 10.1. Investigations Initiated by Complaint:** Any University Member or Visitor who has been involved in and/or witness to an incident of Workplace Violence, or who has reason to believe that an incident of Workplace Violence may occur, may submit a Complaint to a University Recipient.
- 10.2. University Initiated Investigations:** The University has the authority to initiate an Investigation under these Procedures without a formal Complaint if there is reason to suspect that an incident of Workplace Violence has occurred and/or poses a threat to the safety of any University Member.

11. Review Process

- 11.1.** Upon receiving a Complaint of Workplace Violence, the University Recipient will deliver the Complaint to the Delegated Decision-Maker who will conduct a Review of the Complaint to determine the appropriate Decision-Making Process based on the context and Parties involved.
 - a)** Where the Complaint of Workplace Violence is considered outside the scope of these Procedures. The Complaint will be redirected by the Delegated Decision-Maker to the appropriate authority specified in the relevant policy or procedures. The Delegated Decision-Maker will notify the Complainant of the referral.
 - b)** Where the Delegated Decision-Maker determines the Complaint is within the scope of these Procedures, he or she will make a final and binding

determination as to whether to commence the Decision-Making Process and appoint an investigator.

11.2. Review and investigation of reports of Workplace Violence will be conducted in accordance with the relevant University Policy and Procedures and/or collective agreements that govern the relationship between the individual and the University.

- a) Where a student is alleged to have engaged in an act of Workplace Violence, the investigation will be conducted under the Student Code of Conduct and Investigation Procedures for Allegations of Student Non-Academic Misconduct.
- b) Where an Employee is alleged to have engaged in an act of Workplace Violence, the investigation will be conducted in accordance with these Procedures and any relevant collective agreements.
- c) Where a Visitor or third-party contractor is alleged to have engaged in an act of Workplace Violence, the investigation will be conducted in accordance with these Procedures and managed jointly by the Office of Campus Safety and the Contract Authority.

11.3. Review of Complaint: the Delegated Decision-Maker will normally meet with the Discloser and/or Complainant within [XX] Working Days of receiving the Complaint.

- a) The Delegated Decision-Maker may also meet with any other person as he or she deems necessary to assess the validity of the Complaint.

11.4. Substantiated Complaint: After the Review is conducted, the Delegated Decision-Maker may determine that the Complaint requires a formal investigation under these Procedures. The Delegated Decision-Maker may determine a formal investigation is required if any of the following areas of concern are identified in the Review. The alleged issue:

- a) Involves violations of the Criminal Code of Canada or other federal or provincial statutes;
- b) Poses a threat to the safety of the Employee and/or other University Members or Visitors;
- c) Reduces the security, health or safety of Employees in the Workplace;
- d) Would have an adverse effect on working conditions at UOIT; and/or
- e) Warrants disciplinary action.

11.5. Unsubstantiated Complaint: If the Delegated Decision-Maker determines that the Complaint does not warrant further investigation (e.g. the Complaint is found to be frivolous, vexatious or otherwise unsubstantiated) the Delegated Decision-Maker will determine that the investigation file will be closed.

- a) The Complainant will be notified of the decision not to pursue an Investigation.

11.6. Interim Measures – Where the University has reason to believe that an individual poses a danger to the Employee or any other member of the University community, the relevant Delegated Decision-Maker will have the authority to impose (or request that another University office or department impose) temporary sanctions against the individual alleged to have engaged in an act of Workplace Violence, prior to an investigation being completed.

12. Investigation

12.1. Appointment of Investigator: Once a Complaint is validated, an Investigator will be assigned by the Delegated Decision-Maker to conduct an investigation of the Complaint. The Investigator will be an individual trained to conduct investigations and may be either a University Employee or an individual external to the University, as the Delegated Decision-Maker determines.

- a) The Investigator will be provided access to any documentation and/or physical evidence gathered by the Delegated Decision-Maker during the Review that may be pertinent to the investigation.

12.2. Notifying the Respondent: The Investigator will promptly provide the Respondent with written notice that he or she is the subject of an investigation. This notice will contain the following information:

- a) A description of the allegation(s) made against the Respondent;
- b) The identity of the individual making the Complaint, unless the Investigator determines, in his or her sole discretion, not to do reveal the complainant's identity due to safety or other *bona fide* concerns;
- c) A brief summary of the information gathered by the Delegated Decision-Maker during the Review;
- d) An invitation for the Respondent to meet with the Investigator to discuss the Complaint.

12.3. Meeting with Respondent: The Respondent will be given the opportunity to respond to the Complaint in person during a meeting with the Investigator.

- a) A Respondent will be permitted to submit written or other documentary evidence to refute or respond to the Complaint. Such additional evidence must be submitted within [XX] Working Days of the meeting.
- b) The Respondent is entitled to have representation present during the meeting.

12.4. Opportunity for Further Investigation: In addition to meeting with the Respondent, the Investigator may meet with as many other individuals as he or she deems necessary to conclude the preliminary investigation. The Investigator may also

request additional meetings with the Respondent as needed to present additional information and give the Respondent an opportunity to respond to such additional information.

12.5. Timeline for Investigation: The Investigator will normally complete the Investigation and deliver a draft Investigation report to the Respondent within ten (10) Working Days after his or her first meeting with the Respondent.

- a) If additional time is required to complete the Investigation, the Investigator will advise the Respondent promptly.
- b) The Respondent will be given five (5) Working Days to respond to the draft report. If the Respondent requires more time, the Respondent will advise the Investigator promptly and the Investigator will provide the Respondent with one five (5) Working Day extension of the time for filing a response.
- c) The Respondent's responding comments, if any, will be incorporated into the final version of the Investigation report.

12.6. Failure to Cooperate:

- a) If a Respondent does not respond to an invitation to meet with the Investigator or fails to attend a previously scheduled meeting, the Investigator may complete the Investigation without the Respondent's input.
- b) If the Respondent fails to respond to the draft investigation report within the timelines provided, the report will be finalized without the Respondent's input.

12.7. Outcome of Investigation:

- a) **No finding of Culpability:** If at the conclusion of the investigation the Investigator determines that it is more likely than not that the Respondent did not engage in the alleged conduct, he or she will present his or her Final Investigation report to the Delegated Decision-Maker with his/her recommendation to discontinue the Decision-Making process on such terms and conditions as he or she feels would be appropriate.
- b) **Finding of Culpability:** If at the conclusion of the Investigation the Investigator determines that it is more likely than not that the Respondent engaged in the alleged conduct, the Investigator will deliver a copy of the final investigation report to the Delegated Decision-Maker, who will then be responsible for making a final determination regarding the outcome of the investigation and the recommended action(s) to be taken to resolve or address the Complaint.
- c) **Disciplinary Measures:** Decisions regarding any disciplinary measures to be taken will be made by the applicable Vice-President of the University.

- d) A copy of the final investigation report will be provided to the Respondent.

13. Notification of Complainant

- 13.1.** The Complainant will be informed of the results of the investigation and any other information that is reasonably necessary to protect the Complainant from injury in the future.

14. Informal Resolution Process

- 14.1.** If, in the sole discretion of the Delegated Decision-Maker, the Complaint is one for which an informal resolution of the matter is both possible and appropriate, he or she may seek informal resolution of a Complaint at any time during or after completion of the investigation. Participation in an informal resolution process will be voluntary.
- 14.2.** In such cases the Delegated Decision-Maker will assign an individual to facilitate the informal resolution process. The individual assigned will be trained to conduct mediation and/or other informal processes and may be either a University Employee or an individual external to the University, as the Delegated Decision-Maker determines.
- 14.3.** If an agreement to an informal resolution is achieved, the University will deem the Complaint to be resolved and will discontinue the Decision-Making Process.
 - a) When an informal resolution is achieved, it will remain confidential, be documented and filed within confidential policy investigation files (not within worker files).

15. Cooperation with Law Enforcement

- 15.1.** The processes contemplated in these Procedures may be delayed or suspended at any time if a Delegated Decision-Maker determines that the University's processes may interfere with a related investigation by a law enforcement agency or with judicial proceedings based upon the same facts or circumstances as the Complaint.
- 15.2.** The University may engage Durham Regional Police Services and/or any other law enforcement agency in an investigation at any time without prior notice to a Complainant.
- 15.3.** When the University becomes aware that a law enforcement proceeding has been initiated, the Office of Campus Safety will act as a liaison to ensure that any actions taken by the University do not impede law enforcement proceedings.

MONITORING AND REVIEW

- 16.** These Procedures will be reviewed annually. The Vice-President, Human Resources and Services, or successor thereof, is responsible to monitor and review these Procedures.

RELEVANT LEGISLATION

17. Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1, as amended
Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter F.31
Criminal Code of Canada, R.S.C., 1985, c. C-46

RELATED POLICIES, PROCEDURES & DOCUMENTS

18. Administrative Fairness Policy
Health and Safety Policy
Occupational Health and Safety Management System
UOIT – Durham College Threat Assessment Procedures
Workplace Violence Prevention and Response Policy
Harassment and Discrimination Policy and Procedures
Student Conduct Policy
Work Refusal Procedures
Emergency Management Plan and Procedures

APPENDIX A

ROLES AND RESPONSIBILITIES FOR UNIVERSITY MEMBERS IN PREVENTING AND RESPONDING TO WORKPLACE VIOLENCE

1. General

In addition to the general roles and responsibilities established in the OHSMS, specific responsibilities of each member of the UOIT community to prevent and respond to workplace violence are set out in this Appendix. While not an exhaustive list, the responsibilities below are intended to provide University Members with a general understanding of their role, and the role of others, in preventing and responding to Workplace Violence.

2. Roles and Responsibilities

In addition to the general roles and responsibilities established in the OHSMS, specific responsibilities of each member of the UOIT community to prevent and respond to workplace violence are set out in this Appendix. The responsibilities below are not intended to be an exhaustive list, but rather are intended to provide University Members with a general understanding of their role, and the role of others, in preventing and responding to Workplace Violence.

- 2.1. **Employees** share the responsibility for creating and maintaining a work environment that is free from Workplace Violence by:
 - a) Refraining from acts of Workplace Violence.
 - b) Not creating or condoning conditions that may facilitate the occurrence of Workplace Violence.
 - c) Treating all University Members and Visitors with respect and dignity.
 - d) Contacting Campus Security when immediate assistance is required to address a situation involving ongoing or imminent Workplace Violence.
 - e) Contacting a University Recipient as soon as practicable when concerned about the potential for Workplace Violence, or to make a report of an incident involving Workplace Violence, involving themselves or others.
 - f) Cooperating fully and honestly in any investigation into an incident of Workplace Violence.
- 2.2. **Supervisors** have responsibility for creating and maintaining a work environment that is free from Workplace Violence by:

- a) Promoting a work environment where all University Members and Visitors are treated with respect and dignity and which does not create nor condone conditions that may facilitate Workplace Violence.
- b) Contacting Campus Security when immediate assistance is required to address a situation involving ongoing or imminent Workplace Violence.
- c) Immediately responding to any concerns or allegations of Workplace Violence in accordance with this Policy and the associated Procedures.
- d) Responding to all refusals of unsafe work related to risks of Workplace Violence in accordance with the University's Work Refusal Procedures.
- e) Working with the Delegated Decision-Maker and any other relevant University offices as required in any investigation into Workplace Violence.
- f) In collaboration with the relevant University departments and resources, implementing and monitoring actions and measures to prevent and address incidents of Workplace Violence, including the Duty to Warn as outlined in this Policy.

2.3. Human Resources has the responsibility for creating and maintaining a work environment that is free from Workplace Violence by:

- a) Developing and providing appropriate training and awareness programs on matters related to Workplace Violence prevention and Workplace safety.
- b) Providing advice and assistance to University Recipients in responding to and addressing risks and reports of Workplace Violence.
- c) Responding to information, complaints, and reports of Workplace Violence that are reported directly to Human Resources as the University Recipient.
- d) Working with the Delegated Decision-Maker and any other relevant University offices as required in any investigation into Workplace Violence.
- e) In collaboration with the relevant stakeholders, implementing and monitoring actions and measures to prevent and address incidents of Workplace Violence, including facilitating the development of safety plans.
- f) Providing information regarding resources and facilitating access to support services for Employees involved in incidents of Workplace Violence.

2.4. Office of Campus Safety has the responsibility for creating and maintaining a work environment that is free from Workplace Violence by:

- a) Responding to all instances where immediate assistance is requested to address an ongoing incident or imminent risk of Workplace Violence and notifying emergency services if required.
- b) Conducting investigations where required under the Workplace Violence Prevention and Response Procedures.

- c) Collaborating with an Employee and other stakeholders to establish a personal safety plan to mitigate risk of future incidents of Workplace Violence.

2.5. UOIT Joint Occupational Health and Safety Committee (JHSC) has, in addition to the responsibilities outlined in the JHSC Terms of Reference, the responsibility for creating and maintaining a work environment that is free from Workplace Violence by:

- a) Following the existing Procedures for reporting any physical aspects of the work or workplace that are identified in inspections as ones from which risks of Workplace Violence may arise.
- b) Responding to information, complaints, and reports of Workplace Violence that are reported directly to the JHSC or a member of the JHSC. by forwarding the information to Human Resources and the relevant Supervisor, as appropriate.
- c) Collaborating with appropriate stakeholders on campus in order to provide appropriate training on matters relating to Workplace Violence.