

VIOLENCE IN THE WORKPLACE POLICY

Policy Statement

Employees have a right to work in an environment that is free from violence and threats of violence. Such conduct by or against any member of faculty or staff in matters related to Bow Valley College (BVC) will not be tolerated.

Purpose

The purpose of this policy is to provide guidance in recognizing and maintaining a zero tolerance standard towards violence in all matters related to BVC. It supports BVC's ongoing efforts to maintain a safe and healthy workplace as outlined in the Health and Safety policy #200-2-3.

BVC is committed to upholding this right of individuals to work in a safe and secure environment that is free from violence and threats of violence. There is no acceptable level of violence; the standard is zero tolerance.

Scope

All employees are within scope of this policy. This policy applies to all BVC properties, sponsored events, field placements or any communications medium.

Violence in the workplace may include, but is not limited to the following prohibited behaviours:

- a. Verbal or physical threats intended to intimidate;
- b. Stalking;
- c. Incitement of others towards violent behavior;
- d. Use of electronic media for any of the above;
- e. Physical conduct that results in harm to others or damage to property; and/or
- f. Possession of weapons of any kind.

Principal Objectives

- 1) BVC will investigate all complaints of violence and threats of violence in matters related to BVC.
 - a) Where employees are offsite, BVC will work with others, if appropriate, to ensure that reports of violence or threats of violence are investigated.
- 2) No employee will be penalized or reprimanded when acting in good faith while following the policies for addressing situations involving workplace violence.
- 3) Retaliation is prohibited against anyone who makes a complaint in good faith, regarding violent behavior or threats of violence.
- 4) The Director of Human Resources is responsible for the implementation of this policy and for developing operational policies, procedures and programs to support BVC's goal of building and sustaining a respectful, threat-free workplace, including:
 - a) Establishing an incident reporting process;
 - b) Reporting/monitoring incidents;

- c) Investigating and addressing reports of violence in the workplace;
 - d) Developing and delivering violence awareness and related educational programs.
- 5) All supervisors are responsible within the scope of their role at BVC and within a framework established by human resources, for:
- a) Supporting a culture that is free from violence and threats of violence;
 - b) Ensuring that their direction and guidance to those reporting to them is in accordance with this policy;
 - c) Informing employees if they are working in an area where there is a heightened potential for violence and identifying risks that are specific to that area;
 - d) Ensuring that appropriate procedures are implemented to minimize the risk to BVC employees from violence;
 - e) Ensuring that employees are trained as appropriate in recognizing and responding to situations involving workplace violence;
 - f) Ensuring that every incident of workplace violence is reported to the Occupational Health and Safety Specialist while identifying potential areas for improvement.
- 6) Employees' responsibilities include:
- a) Becoming familiar with the resources that are in place to protect them from workplace violence;
 - b) Participating in "workplace violence prevention" programs as deemed appropriate by BVC.
 - c) Reporting immediately all incidents of workplace violence to their supervisor.
 - d) Participating in work site hazard assessments (including assessments related to potential threats or violence in the workplace) and implementing controls and procedures to eliminate or control the associated hazards.

Compliance

Employees, contractors, and learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedures, and any other attached documentation that relate to their position, employment, or enrolment at the College. Non-compliance may create risk for the College and will be addressed accordingly with reference to disciplinary measures considered in the Code of Conduct and may be subject to criminal action.

Definitions

Supervisor is an individual who has been delegated supervisory responsibility for others working at BVC.

Intimidation is any behavior that causes another to be fearful or timid.

A **threat** is the expression, which a reasonable person would interpret as intent, to inflict physical harm, psychological harm or damage to property.

Violence: violence means the threatened, attempted or actual conduct of a person (as referenced above in the "Scope" of this policy) that causes or is likely to cause physical or psychological harm.

Zero tolerance is a standard making any violence or threats of violence in the workplace unacceptable.

DATA SHEET

Accountable Officer

V.P. College Services

Responsible Officer

Director, Human Resources

Approval

Board of Governors

Contact Area

Human Resources Department

Relevant Dates

Approved	October 31, 2012
Effective	October 31, 2012
Next Review	October 31, 2015
Modification History	New policy

Associated Policies

- Health and Safety Policy #200-2-3
- Working Alone Policy #200-2-4
- Code of Conduct Policy #200-1-1
- Protected Disclosure Policy #200-1-6
- Crisis Communication Policy #200-2-2
- Blood and Bodily Fluid Exposure Policy #200-2-1

Directly Related Procedure(s)

Footwear Safety Procedure #200-2-

Related Legislation

- Alberta Safely Working Alone – A Guide for Employers and Employees:
http://employment.alberta.ca/documents/WHS/WHS-PUB_workingalone.pdf
- Alberta Occupational Health and Safety Code, part 28, Working Alone:
http://employment.alberta.ca/documents/WHS/WHS-LEG_ohsc_p28.pdf
- Workplace Health and Safety Bulletin, Working Alone-Questions and Answers:
http://employment.alberta.ca/documents/WHS/WHS-PUB_wa002.pdf
- Government of Alberta:Supporting Healthy and Safe Workplaces:
<http://employment.alberta.ca/whs/worksafely/index.asp>