



Northlands College Policy Workplace Violence Prevention

This Policy applies to all members of the College community including: board members, management, instructors, staff, learners, contractors, service providers, individuals who are directly connected to any College initiatives, volunteers and visitors.

POLICY STATEMENT

Northlands College is committed to maintaining a safe, healthy, productive, and respectful workplace and learning environment. The College believes all employees, learners, visitors should be able to work and study in a violence free environment.

POLICY

Northlands College will not tolerate or condone any form of violence and will make every reasonably practicable effort to ensure that no member of the College community is subjected to violence in the college environment. The College will act quickly to investigate or have Law Enforcement Officers investigate any reports of violence and will take appropriate corrective action where violence is substantiated.

The College will also act to minimize the psychological and physical harm done to members of the college community if violence does occur.

Individuals or groups who engage in violence may be removed from Northlands College facilities and may be subject to disciplinary action including dismissal, suspension, expulsion, notice of trespass and criminal prosecution.

Individuals, who make bad faith allegations of violence, which are knowingly false, fraudulent, or malicious, will be subject to discipline up to and including dismissal or expulsion from Northlands College.

All members of the Northlands College community have the right to make a complaint or enforce their rights under either this policy or Northlands College Anti-Harassment Policy 510. A complaint being investigated under this policy will not be considered under the Harassment Policy concurrently and vice versa. The Vice President and Human Resources office will decide the procedure to be followed if a situation could engage both policies.

This policy applies to Northlands College learning, working and living environments. For the purposes of this policy, violence in the learning, working and living environments includes, but is not limited to, violence which occurs:

- at any Northlands College facility
- at Northlands College - related functions including extracurricular activities
- in the course of learning or work-related functions outside of Northlands College
- at learning or work-related conferences or training sessions



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- during learning or work-related travel
- using the telephone, computer, any communication device, or social media
- independent of Northlands College but which carries over or threatens to carry over to Northlands College facilities or activities (e.g., domestic violence)

Northlands College may immediately remove from its facilities, with the assistance of the local police service, if necessary, any person whose continuing presence represents a credible threat to people or to Northlands College facilities.

No person, while on Northlands College facilities, shall store, carry or use a weapon. This policy does not apply to:

- police officers, peace officers or licensed guards carrying issued weapons in the performance of their law enforcement or security duties.
- ceremonial knives carried or used to meet religious obligations when they have been rendered inoperable.
- small folding or utility knives used for a lawful purpose that are not brandished or worn in such a manner as to cause concern or alarm.

The College is an open community where individuals interact with many other people, increasing the potential for violence. The risk of violence may be increased for college community members who:

- make or transmit decisions about the financial obligations or the academic standing of others
- work directly with money or other valuables
- work or study alone or under other circumstances where they are relatively isolated from the assistance of others
- deal with the public (reception)
- Those whose work involves private interactions
- provide security services or crisis counseling and intervention services

The College has a duty to inform employees and learners who are identified as being “at risk” to violence. This includes providing information related to the risk of violence posed by persons who have a history of violent behavior and who are likely to be encountered in the course of their work or learning activities. In order to identify the sites or employee and learner positions where violence has occurred or may be reasonably expected to occur, an Occupational Health and Safety Officer will conduct an assessment. Measures must be taken in each identified area of greater potential of violence to eliminate the risk of violence or to control that risk if it is not reasonably practicable to eliminate it.

DEFINITIONS

Violence means:

- The attempted or actual exercise of physical force against a person; or
- The exercise of unwanted emotional or psychological force against a person; or
- Any threatening statement or behaviour that gives a person reasonable cause to believe that



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physical, emotional or psychological force will be used against the person or that makes a person feel unsafe or intimidated.

Complainant is a person who discusses a concern and/or makes a complaint (an allegation, whether oral or written) of violence under the policy.

Respondent is a person against whom a complaint has been made under this policy or is the subject of allegations of violence under the policy.

GUIDELINES

- **Shared responsibility**
Preventing and stopping violent behaviour at Northlands College requires that all members of the College community work together to behave in a respectful and professional manner, and to address violent behaviour when it happens.
- **Principles of Natural Justice**
The implementation of this policy will be conducted based on the principles of natural justice. This means that the respondent has the right to know the allegations against them, and the right to reply to these allegations. It also means that anyone investigating a concern or complaint must endeavor to remain neutral and avoid allowing any personal bias to influence their decisions. Remedial or punitive actions resulting from the implementation of this policy will be based on evidence. Both the complainant and respondent will be provided with a summary of the findings of any investigation and whether the allegations have been substantiated.
- **Problem solving versus punitive action**
The main purpose of the Violence Prevention Policy is to assist with resolving issues. While it is recognized that sanctions are sometimes necessary and effective, a process that encourages discussion and a negotiated agreement is preferred where possible.

REPORTING

Routine reporting of violence incidents will be communicated via the Occupational Health and Safety committee meeting minutes.

EDUCATION

Education is an important part of this policy. Northlands College is committed to promoting a violence-free workplace through education and conversation in many forums and formats throughout the community on an ongoing basis. The educational activities will address such topics as:

- a) forms of violence,
- b) tools, procedures, work practices, controls to minimize or eliminate violence



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- c) how to obtain assistance, including the Employee Assistance Program
- d) what to do about violence, how to report it.

CONFIDENTIALITY

Northlands College recognizes the importance of confidentiality, and complaints and reports of violence will be treated as confidential. All information collected as a result of any action under this policy will be managed in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP) as applicable. The name of a complainant, respondent or person reporting an act of violence, or the circumstances related to the complaint, will not be disclosed to any person other than where the disclosure is necessary to investigate the complaint, required in order to take corrective action in response to a complaint, or where required by law. Personal information that is disclosed in these cases will be the minimum amount necessary for the purpose.

REFERENCES

The Local Authority Freedom of Information and Protection of Privacy Act
The Saskatchewan Employment Act
The Saskatchewan Human Rights Code
The Saskatchewan Occupational Health and Safety Act

*As such this policy at minimum is subject to review every 3 years.

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