

## Policy on Workplace Violence Prevention

Administrative Authority:	Executive Director, Human Resources and Organizational Development
Approval Authority:	Board of Governors
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### 1. Purpose

- 1.1 This policy is intended to:
  - 1.1.1 Create and foster a work environment free from workplace violence;
  - 1.1.2 Establish the responsibilities of all persons in the University’s workplace(s) to maintain a workplace free of actual, attempted or threatened violence; and
  - 1.1.3 Meet or exceed the requirements of the *Occupational Health and Safety Act*.
- 1.2 This document is the companion policy to Laurentian University’s *Policy on a Respectful Workplace and Learning Environment*, which addresses harassment, including conduct that is not covered by the definition of workplace violence but that demeans, embarrasses, humiliates, or ought to be known to be unwelcome.

### 2. Scope

- 2.1 This policy applies to all employees, contractors, volunteers, students and visitors to our workplaces. This policy applies at our own workplaces and also at other workplaces where Laurentian employees and volunteers work.

- 2.2 For the purposes of this policy, the University's workplaces include all places where University business occurs and include all:
  - 2.2.1 University buildings (whether owned or leased) and surrounding perimeter including parking lots, sidewalks, and driveways ("University grounds");
  - 2.2.2 University vehicles;
  - 2.2.3 Off-site locations where University business occurs;
  - 2.2.4 University-sponsored functions and recreational or social events, whether taking place on University grounds or elsewhere; and
  - 2.2.5 Travel for University business.

### **3. Definitions**

- 3.1 Under the *Occupational Health and Safety Act*, workplace violence means:
  - 3.1.1 The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
  - 3.1.2 An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
  - 3.1.3 A statement or behaviour that is reasonable for a worker to interpret as a threat or exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.
- 3.2 Workplace violence includes domestic violence that could cause physical injury to an employee in a workplace. Any employee experiencing violence outside of the workplace (i.e. domestic violence) that may create a risk of danger to themselves or others in the workplace is encouraged to report such violence so that the University can take reasonable preventive steps.
- 3.3 Worker means employees of Laurentian University as well as employees of contractors working on site at Laurentian University.

#### **4. Policy Statement**

- 4.1 Laurentian University of Sudbury is committed to providing a safe learning and work environment that is violence free as required by the *Occupational Health and Safety Act*. This document formally establishes this commitment, which we implement through our workplace violence prevention program.
- 4.2 All acts of workplace violence are strictly prohibited.
  - 4.2.1 Every employee must work in compliance with this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by employees and that employees have the information they need to protect themselves.
  - 4.2.2 Every contractor, volunteer, student and visitor must adhere to this policy and supporting program.
- 4.3 Disciplinary or other action may be necessary in instances where work practices or other activities are in contravention of, or not in accordance with, this Policy. In doing so, the rights and obligations established by collective agreements and university policy will be duly taken into account.
- 4.4 The University may file a criminal report or initiate civil proceedings against individuals who engage in workplace violence.
- 4.5 Workplace violence and this policy are serious matters. This policy prohibits reprisals against employees who have made good faith complaints or provided information regarding a complaint, incident or report of an incident of workplace violence. Employees who engage in reprisals or threats of reprisals may be disciplined up to and including dismissal from employment.
- 4.6 An employee who makes a false complaint or otherwise abuses this policy may be disciplined up to and including dismissal from employment. Such discipline is not a reprisal or breach of this policy.