

## One University. One World. Yours.

<b>Name:</b>	<b>Violence in the Workplace: Prevention and Response</b>
Policy Number:	6-2001
Origin:	Human Resources/Student Affairs and Services
Approved:	1 April 2006
Issuing Authority:	Vice-President, Administration
Responsibility:	Senior Director, Human Resources Senior Director, Student Services
Effective Date	2018-AUG-01
Revision Date(s):	2018-AUG-01, 2009-JUN-22, 2008-MAR-19, 2006-APR-01

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### **1. Purpose**

The purpose of this policy is to outline the University's commitment to the prevention of violence in the workplace. While violent acts are not pervasive at Saint Mary's, no university is immune from such behaviour. Saint Mary's University acknowledges that physical violence/threatening behaviour in the workplace is an occupational health and safety hazard that can cause physical and emotional harm. The University views any acts of violence or threats of violence in the workplace as unacceptable. As such, it is committed to working to prevent workplace violence/threatening behaviour and to responding in an appropriate manner if it occurs. All members of the University community, including faculty, staff, students and visitors, are responsible for the creation and maintenance of a safe environment. In addition to this policy, the University has also created a Violence in the Workplace: Prevention and Response Plan which can be found in the OHS Program, and on the OHS Bulletin Board, McNally South Basement. For more information on the plan, please see Chapter 4 of the OHS Program: <http://www.smu.ca/about/ohs-programs.html>

### **2. Definitions**

As per the NS Violence in the Workplace Regulations, "violence" means any of the following:

- (i) threats, including a threatening statement or threatening behaviour that gives an employee reasonable cause to believe that the employee is at risk of physical injury,
- (ii) conduct or attempted conduct of a person that endangers the physical health or physical safety of an employee.

### **3. Scope**

This policy applies to violent and/or threatening behaviour that is directed at or committed by a member of the University community in all locations and/or situations where activity is directly related to University business.

#### **4. Responsibility and Reporting**

The Senior Director of Human Resources, with respect to faculty, staff and visitor situations, and the Senior Director of Student Services, with respect to student situations, are responsible for the communication, administration and interpretation of this policy.

Faculty, staff, students and visitors are expected to report incidents of violence/threatening behaviour as soon as possible.

#### **5. Responsibilities of Senior Administrators**

All senior administrators are expected on an ongoing basis to review reported incidents of violence/threatening behaviour to determine any emerging pattern and to take appropriate corrective action.

#### **6. Policy Statement**

- 6.1. Saint Mary's University is committed to taking all reasonable precautions to provide faculty, staff, students and guests with an environment that is safe, secure and free from threats, intimidation and violence.
- 6.2. The University will not tolerate violence/threatening behaviour or any retaliation towards those reporting such incidents. To promote an atmosphere that encourages learning and productive employment, quick responsive action will be taken if violence or the threat of violence arises.
- 6.3. All members of the University community share responsibility for creating and maintaining a safe work environment to the extent of each member's authority and ability to do so.
- 6.4. Saint Mary's University will work to take steps to reduce the likelihood or severity of workplace violence.
- 6.5. The University will consult with the Joint Occupational Health and Safety Committee when establishing, reviewing or revising the Violence in the Workplace: Prevention and Response Policy and Plan.
- 6.6. The University's Violence in the Workplace: Prevention and Response Policy and Plan will be reviewed and revised, if needed at least once every five (5) years, or if a new risk assessment shows there have been changes to the potential for violence.

#### **7. Questions**

This Policy will be reviewed periodically and revised as necessary. If you have questions about this Policy, please contact any of the following:

Senior Director, Human Resources	(902) 420-5446
Senior Director of Student Services	(902) 420-5608
HR Officer (OHS & Wellness)	(902) 420-5658
Conflict Resolution Advisor	(902) 420-5113
Manager, Security	(902) 420-5578