

<b>Policy Name:</b>	<b>Workplace Violence Prevention Policy</b>
<b>Originating/Responsible Department:</b>	<b>Office of Risk Management</b>
<b>Approval Authority:</b>	<b>Senior Management Committee</b>
<b>Date of Original Policy:</b>	<b>June 2010</b>
<b>Last Updated:</b>	<b>December 2021</b>
<b>Mandatory Revision Date:</b>	<b>December 2022</b>
<b>Contact:</b>	<b>Executive Director, Office of Risk Management</b>

**Policy:**

Carleton University is committed to the protection of the health, safety, and wellbeing of all members of the University community. As such, the University will take all precautions reasonable to provide and maintain a respectful learning and working environment that is free of violence, including sexual violence. All acts of violence in the workplace are strictly prohibited, and if identified, will be addressed immediately.

This policy will be implemented through a supporting workplace violence prevention program that will provide an overall framework for addressing workplace violence under the Human Rights Policies and Procedures, the Sexual Violence Policy, the Human Resources Policies, and the Students Rights and Responsibilities Policy. The Workplace Violence Prevention Program will be reviewed annually.

**Purpose:**

This Policy fulfills the legal obligations under the Occupational Health and Safety Act for a Workplace Violence Prevention Policy which is renewed annually. Further, this Policy confirms the university's commitment to ensure a respectful learning and working environment that is free of violence, including sexual violence.

**Scope:**

This policy applies to all faculty, staff, students, contractors, volunteers, and visitors.

This policy applies on University premises, while conducting University business, or at University functions or social events.

**Definitions:**

"Workplace Violence" as defined by the Occupational Health and Safety Act, means,

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace violence includes domestic violence that could cause physical injury to a person in the workplace.

“Sexual Violence” as defined by the The Ministry of Training, Colleges and Universities Act, means,

- any sexual act or act targeting a person’s sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person’s consent.
- It includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.
- For further clarity, sexual assault includes rape.

### **Procedure:**

#### *Reporting*

- Threatening or violent behavior shall not be ignored. Employees are strongly encouraged to raise any concerns about workplace violence and are required to report any violent incidents or threats. Reports should be directed to a Manager/Supervisor or to the Department of University Safety. Workplace sexual violence reports shall be reported in accordance with the Sexual Violence Policy.
- In the event of an emergency, the Department of University Safety should be contacted at (613) 520-4444.
- There will be no negative consequences for persons making reports in good faith.

#### *Investigation*

The University will investigate and deal with all reports of workplace violence in a fair and timely manner, respecting the privacy of all persons involved as much as possible.

### **Roles and Responsibilities:**

All employees are responsible for complying with all applicable health and safety requirements; including legislated requirements and University policies and procedures. This includes successful and timely completion of Workplace Violence and Harassment Prevention Training (Respect and Safety), as well as periodic refresher training as directed. Employees are responsible for complying with this policy and the [Workplace Violence Prevention Program](#).

Persons with authority to direct the work of and assign tasks to others are supervisors and managers and are responsible for ensuring that safe and healthy work conditions are maintained and that safe work practices are followed in their assigned areas. Managers/Supervisors will inform their direct reports of the requirements of this policy and the Workplace Violence Prevention Program and will ensure that these requirements are followed.

Students are responsible for acting in a manner that protects the health and safety of themselves and others and for complying with all applicable health and safety requirements. Students must adhere to the requirements outlined in the Student Rights and Responsibilities Policy.

The University will hold employees, students, volunteers and visitors accountable and will impose discipline and other sanctions up to and including discharge, expulsion, and trespass notices for violation of this policy. The University may also initiate criminal or civil proceedings against persons who engage in workplace violence.

**Contacts:**

Executive Director, Office of Risk Management  
Vice-President (Students and Enrolment) and University Registrar  
Deputy Provost  
Assistant Vice-President (Human Resources)  
Director, Environmental Health and Safety  
Director, Campus Safety Services  
Director, Equity and Inclusive Communities  
Director, Staff and Labour Relations (Professional Services)  
Director, Labour Relations (Academic)

**Links to related Policies:**

Human Rights Policies and Procedures  
Sexual Violence Policy  
Human Resources Policies  
Students Rights and Responsibilities Policy  
Workplace Harassment Prevention Policy