

Policy Name	Violence Prevention		
Policy #	604	Category	600: HEALTH & SAFETY
Steward	Manager, Human Resources	Date Approved	May 16, 2024
Next Review Date		Date Reviewed or Revised	

POLICY

Suncrest College is committed to providing safe, secure learning and working environments for all students, staff, and visitors and have a zero tolerance for violence. Suncrest College will respond to any, and all behaviors that may pose a risk of violence to others.

This violence prevention and response policy outlines our commitment to minimizing or eliminating the risk of violence on campuses and ensuring appropriate procedures are in place to address violent incidents.

PRINCIPLES

1. Commitment to Minimize or Eliminate Risk
 - The College acknowledges its responsibility to minimize or eliminate the risk of violence within the campuses.
 - Regular reviews of this policy and associated plans will occur every three years to ensure their effectiveness.
2. Identification of High-Risk Areas
 - The College will identify specific worksites where violent incidents have occurred or may occur.
 - Employees will be informed about these high-risk areas.
3. Staff Positions Exposed to Violence
 - The College will identify positions that are exposed to potential violence.
 - Positions exposed to potential violence will be communicated to relevant employees.
4. Informing Workers
 - Procedures will be established to inform workers about the nature and risk of violence at their place of employment.
 - Information regarding individuals with a history of violent behaviour will be shared with employees, as necessary.

5. Risk Mitigation Actions
 - The College will take proactive measures to minimize the risk of violence.
 - These actions may include enhanced security measures, establishing and maintaining administrative procedures regarding violence in the workplace, panic buttons, training programs, VTRA Policy (CIRT) Critical Incident Response Team.
6. Reporting Violent Incidents
 - Clear procedures will be in place for reporting violent incidents to the employer.
 - All incidents, regardless of severity, must be reported promptly.
7. Incident Investigation
 - The College will conduct thorough investigations into violent incidents.
 - The purpose is to identify root causes, prevent recurrence, and hold responsible parties accountable.
8. Support for Affected Individuals
 - Individuals who have been exposed to violent incidents will be advised to consult a physician for treatment or seek counseling.
 - The College will provide information on available resources.
9. Training program
 - The College is committed to providing a comprehensive training program for employees.
 - Training will cover violence prevention, conflict resolution, and emergency response.
10. Implementation
 - The Human Resources department will oversee the implementation of this policy.
 - All employees will receive training on this policy during their orientation.

SCOPE

This Policy applies to all members of the College Board of Governors, employees, students, contractors, volunteers, and visitors on and off campuses.

DEFINITIONS

As per section 37(1) of the Occupational Health and Safety Act 1993 violence is defined as below:

Violence: The attempted, threatened, or actual conduct of a person that causes, or is likely to cause, injury and includes any threatening statement or behavior that gives an individual reasonable cause to believe that they are at risk of injury.

PROCEDURES FOR EMPLOYEES

1. Instances of sexual assault will be dealt with under Sexual Violence Policy 603.

2. If anyone is involved in a threat, violent or potentially violent incident immediately remove themselves. If possible, seek assistance from others to ensure safety.
3. The alleged perpetrator of violence may be asked to vacate the College premise immediately, pending the outcome of an investigation. In no circumstances should any individual place themselves in danger in conducting this function.
4. Employees who have been exposed to a violent situation have the right to notify the RCMP and are responsible for promptly reporting the incident to their Supervisor. An Incident & Injury Notification Form is completed by whoever has reported the violent incident and the form is submitted to Human Resources. The Supervisor at their discretion, may also contact the RCMP. In the event the RCMP are called, the Director of Human Resources will be notified. The Incident & Injury Notification Form should be forwarded within two days to Human Resources at humanresources@suncrestcollege.ca.
5. The Supervisor will advise any employee who has been exposed to a violent incident to consult their physician for treatment or referral for post-incident counselling including access to EFAP. If the employee does not wish to seek medical attention, the Supervisor will document that the employee has been notified and understands this right.
6. The Supervisor and out-of-scope manager will investigate the violent incident reported to determine what steps are needed to prevent the recurrence and take appropriate corrective steps in accordance with Collective Agreement and College policy. The Supervisor and or out-of-scope manager shall contact the local campus Occupational & Health & Safety Chairperson who will contact the Occupational Health & Safety division by telephone in regard to the incident at 1-800-567-7233 if applicable. The Supervisor and out-of-scope-manager will complete the Incident Investigation Form and will send a copy to humanresources@suncrestcollege.ca, Human Resources will distribute the form accordingly if applicable.
7. The Supervisor will notify the Director of Human Resources as to the outcome of the investigation.
8. In cases where the employee does consult a physician or misses work, both the College and the employee are required to make a report of injury to Worker's Compensation Board and complete a W1 form if a worker and the employer will complete an E1 form.
9. The Supervisor and out-of-scope manager shall, as soon as possible and no later than five working days from the date they became aware of an injury which prevents an employee from earning full wages, or which necessitates medical aid, notify the Worker's Compensation Board in writing.

10. When an employee receives treatment or counselling, the College shall credit the employee's attendance as time at work and ensure that the employee receives no loss of pay or other benefits.
11. This policy does not preclude any union member from having a union representative or support person of their choice present during any step of the process.
12. Should the investigation determine that violent behavior is evident; this behavior will be considered gross misconduct and dealt with as gross misconduct under the discipline process in the Collective Bargaining Agreement and Disciplinary action will vary according to the seriousness of the offense.
13. Reports of violence will be brought forward by the Director of Human Resources for review by Leadership Council to help eliminate and reduce workplace violence.

PROCEDURES FOR STUDENTS

1. Instances of sexual assault will be dealt with under Sexual Violence Policy 603.
2. Students who have been exposed to a violent situation have the right to notify the RCMP. They must promptly report the incident to their appropriate program Chair and complete an Incident & Injury Notification Form. The appropriate program Chair may at their discretion also contact the RCMP. In the event the RCMP are called, the Director of Human Resources must be notified. The Incident & Injury Notification Form should be forwarded within two days to Human Resources at humanresources@suncrestcollege.ca. The appropriate program Chair will advise the student that that an investigation will be conducted.
3. The appropriate program Chair will advise any student who has been exposed to a violent incident to consult their physician for treatment or referral for post-incident counselling. If the student does not wish to seek medical attention, the appropriate program Chair will document the fact that the student has been notified and understands this right.
4. The appropriate program Chair will investigate the violent incident reported to determine what steps are needed to prevent a recurrence and take appropriate corrective steps in accordance with applicable policy. The appropriate program Chair will complete the Incident Investigation Form and will send a copy to Human Resources at humanresources@suncrestcollege.ca, to be distributed accordingly.
5. This policy does not preclude any student from having a support person of their choice during any step of the process.

6. The appropriate program Chair will notify the Director of Human Resources as to the results of the investigation. The Appropriate Program Chair will follow the student disciplinary process and may vary according to the seriousness of the offense.
7. Reports of violence will be brought forward by the Director of Human Resources for review by the Leadership Council to help eliminate or reduce violence.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

[Criminal Code of Canada](#)

[Saskatchewan Employment Act](#)

[Occupational Health & Safety Act](#)

[WCB SK](#)

Saskatchewan Regional Colleges Collective Bargaining Agreement

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

[601 Violence Threat Risk Assessment](#)

[702 Code of Ethics](#)

[602 Anti-Harassment](#)

[603 Sexual Violence](#)

Incident & Injury Reporting & investigation Form