



Workplace Violence Prevention Policy

Approving Authority:	Board of Governors
Original Approval Date:	
Date of Most Recent Review/Revision:	
Office of Accountability:	Vice President: Finance & Administration
Administrative Responsibility:	Environmental/Occupational Health & Safety Office

OBJECTIVE

Wilfrid Laurier University has a long standing commitment to promoting a safe and secure academic, student life and work environment that promotes the achievement of its mission of teaching, research, scholarship and service.

With this in mind, harassment and/or violence will not be tolerated, accepted or condoned by Wilfrid Laurier University.

PURPOSE

This policy was developed in an effort to raise awareness and prevent behaviours that may result in workplace violence. It defines behaviours that constitute workplace violence and defines procedures including reporting and resolving incidents of workplace violence.

DEFINITIONS

Workplace violence means,

- a. The exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker,
- b. An attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker.
- c. 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

For situations involving harassment or discrimination, not covered by this policy, refer to University policy 6.1 Harassment/Discrimination Policy.

JURISDICTION/SCOPE

This policy applies to all members of Wilfrid Laurier University community including individuals employed directly or indirectly by the University, students, visitors and volunteers.

POLICY

1. Wilfrid Laurier University will not tolerate any type of workplace violence within the workplace.
2. No person shall engage in violent conduct or make threats of violence, implied or direct, on University property or in connection with the University business or workplace.
3. The University is committed to expenditure of time, attention, authority and resources to the workplace parties in order to ensure a safe and healthy environment for the Laurier community.
4. All members of the University community have the responsibility to maintain an environment that is free from workplace violence.
5. All incidents of violence or threatening behaviour shall be investigated immediately after the report is made. Investigations may involve Special Constable Services, local Regional Police, management and other appropriate parties.

Reporting Procedures

Any community member that becomes aware of violence or the threat of violence towards a visitor, student or employee must report that behaviour to a supervisor or Special Constable Services. No reprisals will be made against any employee who in good faith makes a reasonable report of workplace violence or threat of violence. Every effort will be made to ensure reports made remain confidential;

however there may be instances where confidentiality may be compromised where it is believed that imminent danger exists or where an investigation requires disclosure.

Under the Ontario Occupational Health & Safety Act sections (25 (2)(a)) and (27 (2) (a)) Laurier is required as an employer to provide information to protect the health and safety of all employees. Supervisors have a duty to advise employees of potential or actual danger to health and safety. These obligations apply to the risk of violence in the workplace. Laurier and its supervisors are required to provide information to their workers if:

- they have knowledge of a person with a history of violent behaviour
- the worker can be expected to encounter that person in the course of his or her work and
- the risk of workplace violence is likely to expose the worker to physical injury.

Knowledge of a history of violent behaviour does not reasonably give rise to a risk to workers. A concern related to workplace violence must be present in order for disclosure to take place. Approval of such disclosure must be obtained by the xxxxxxxxxxxxxxxxxxxx and where applicable the University Privacy Office unless there is reasonable need for an immediate response.

Wilfrid Laurier University is committed to providing confidential support services to victims of violence e.g. Employee Assistance Program.

Consequences

Individuals who are found to have engaged in threats, intimidation or violence will be subject to disciplinary action which may result in termination of employment, expulsion from educational programs, a ban from University property and/or criminal charges.

Education

The Laurier community will receive general workplace violence training. The comprehensiveness of the training will be determined by the degree of risk identified in the workplace violence risk assessment. Refer to the Workplace Violence Prevention Program for further information.

Policy Review

This policy will be reviewed by the Wilfrid Laurier University Joint Health & Safety Committee and approved by the Board of Governors on an annual basis.

RELEVANT LEGISLATION

[Occupational Health and Safety Act](#), (*Violence And Harassment In The Workplace*), 2009, S.O. 2009, C. 23, SS. 1 - 8, Enacted December 15, 2009

[Ontario Human Rights Code](#), R.S.O. 1990, CHAPTER H.19

RELATED POLICIES, PROCEDURES, & DOCUMENTS

Workplace Violence Prevention Program

[University Policy 6.1 Harassment / Discrimination](#)