

TITLE: Violence Prevention Policy	Number: SS 101 - 07
	Date of Implementation: June 2007

**Purpose:**

The purpose of this policy is to demonstrate Centennial College's commitment to providing a safe learning/working environment. This policy is meant to complement the College dispute resolution process for employees and students, the Occupational Health and Safety Policy by further defining behavioral expectations, and the College violence response procedures and prevention strategies. Whatever the cause or whoever the perpetrator, violence is not acceptable and will not be tolerated by the College. All reports are taken seriously, fully investigated and dealt with appropriately and as confidentially as possible. In determining the appropriate response, the College will utilize law enforcement agencies as appropriate.

**Scope:**

This policy applies to all students, clients, employees, independent contractors and members of the public when on College property or while conducting or participating in College business at any location.

**Goals:**

This policy is designed in an effort to achieve the following:

- Foster an environment conducive to learning and working which is characterized by respect;
- Violence reduction in relation to the Centennial College Community and its associated properties;
- Reduce the negative impact and consequences for Community members who experience, encounter or witness violence by the effective management of situations involving violence or threats of violence in relation to the College Community;
- Where appropriate and justified, ensure application of proper internal sanction and/or pursue external prosecution by authorities having jurisdiction;
- Provide a mechanism for reporting violent or potentially violent occurrences.
- Support and further define the College's mission and strategic directions of providing an effective supportive, safe and secure learning and working environment.

## **Reporting Mechanism:**

### **If you are involved in a violent incident:**

- Seek help or remove yourself from the situation or both if necessary. THEN
- Report to Campus Security in person or by calling the emergency HelpLine 416-439-4357, our emergency extension 2020 or use a campus emergency phone. THEN
- Advise your Program Chair or Manager.

If the incident is not reported directly to Security, the person receiving the initial report must refer it to security within 24 hours for investigation, assessment and follow-up.

College community members reporting incidents of violence may request to do so confidentially. Such requests will be honoured to the degree legally allowable with an assurance that reports made in good faith will not result in reprisal. Community members are strongly encouraged to report information relating to College violence to Campus Security. They may also report incidents to any of the following:

- Department Supervisor
- College Administrators (Deans, Directors, Chairs, Managers, etc.)
- College Violence Prevention Team Members

In a timely manner, Security will assess for risk, investigate, and complete a fact finding report. They will also attempt early resolution in consultation with the department supervisor and Human Resources if the complaint is against an employee or to Student Life Enhancement Division if the complaint is against a student Security will also inform Police as appropriate. Safety and Security Services will coordinate the collection of data, analyze cases and update the College Violence Prevention Team as appropriate.

Any complaints covered under the Ontario Human Rights Code (i.e. harassment, poisoned/negative environment and sexual harassment) against any member of the College Community will be dealt with under the Harassment and Discrimination Prevention Policy and/or the respective Collective Agreement / Employment Terms of Reference.

## **Policy Definitions:**

### **Assault**

(Section 265 Canadian Criminal Code)

A person commits assault when:

- a) Without consent of another person, s/he applies force intentionally to that other person, directly or indirectly;
- b) He attempts or threatens, by an act or a gesture, to apply force to another person, if he has, or causes that person to believe upon reasonable grounds that he has, present ability to effect his purpose; or
- c) While openly wearing or carrying a weapon or an imitation thereof, he accosts or impedes another person or begs.

This definition applies to all forms of assault, including sexual assault, sexual assault with a weapon, threats to a third party or causing bodily harm and aggravated sexual assault.

### **Criminal Harassment (Stalking)**

(Section 265 Canadian Criminal Code)

No person shall, without lawful authority and knowing that another person is harassed or recklessly as to whether the other person is harassed, engage in conduct referred to in

subsection (2) that causes that other person reasonably, in all the circumstances, to fear for their safety or the safety of anyone known to them.

Subsection (2):

- a) Repeatedly following from place to place the other person or anyone known to them;
- b) Repeatedly communicating with, either directly or indirectly, the other person or anyone known to them;
- c) Besetting or watching the dwelling-house, or place where the other person, or anyone known to them, resides, works, carries on business or happens to be; or
- d) Engaging in threatening conduct directed at the other person or any member of their family.

### **Personal Harassment**

Any member who uses his or her authority or influence in a way that is unfair OR any member who engages in any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures that affects a person's dignity or psychological or physical integrity and that results in a harmful working or learning environment. This does not include complaints based on the prohibited grounds under the Ontario Human Rights Code. Examples of personal harassment include: delaying, withdrawing, unfairly granting entitlements or reprisals for seeking dispute resolution and may be made by word, gesture, electronic messages (including but not limited to telephone, voicemail, fax, email, etc) innuendoes, graffiti, signs, pictures or other acts.

### **Sexual Assault**

This definition is the same as assault only the assault is of a sexual nature.

### **Threat**

Means any person who, wrongfully and without lawful authority, for the purpose of compelling another person to abstain from doing anything that s/he has a lawful right to do, or to do anything he or she has a lawful right to abstain from doing:

- a) Uses violence or threats of violence to that person, or injures his or her property;
- b) Intimidates or attempts to intimidate that person by threats that violence or other injury will be done to or punishment inflicted upon him/her or his/her relative or that the property of any of them will be damaged;
- c) Persistently follows that person about from place to place;
- d) Hides any personal property owned or used by that person or deprives or hinders him/her of such property in the use thereof; or,
- e) Blocks or obstructs that person.

### **Violence**

Includes, but is not limited to, the following actions or behaviours that a reasonable person would perceive to be aggressive, intimidating, harassing, and unsafe or which carry an expressed or implied intent to cause harm to a person or property:

- Any act that results in threatened or actual harm to a person or property or which unnecessarily endangers or threatens the health, safety or well being of another or threatens the damage or destruction of property;
- Commits assault as defined by this policy
- Obsessive behaviour (e.g. Stalking) likely to result in harm, or threats of harm, in association with an individual or property;
- Behaviour that creates a negative environment as defined by this policy ;
- Communicated or perceived threat of harm, by a reasonable person, to another individual or to destroy property;

- Intentionally acting in a manner that in any way endangers the safety of others or an individual;
- Intimidation of any kind that results in fear for personal safety;
- Carrying, displaying or storage of weapons on College property.
- Destruction of property or throwing objects in a threatening manner;
- Interferes with an individual's legal rights of movement or expression.

### ***Weapon***

Means:

- a) Anything used, designated to be used or intended for use in causing death or injury to any person; or,
- b) Anything used, designed to be used or intended for use for the purpose of threatening or intimidating any person,

and without restricting the generality of the foregoing, includes firearm, dangerous substance, explosive or imitation of the foregoing.

### ***Workplace***

Any place where business is conducted and/or services are provided in relation to Centennial College. This includes, but is not limited to, travel between Campuses, off site activities such as field trips, co-op placement sites, sponsored events, etc.

### **Examples of Violence:**

- Hitting, shoving or striking another person or object;
- Throwing objects, regardless of size or target, where a reasonable person would consider the intent to be aggressive or assaultive in nature;
- Threatening of harm to anyone or to their property;
- Harassment as defined under this Policy, but not limited to: electronic means, telephone calls, letters, etc.;
- Unwelcome name-calling, obscene language and other verbally abusive behaviour. E.g. hateful graffiti, leering/whistling;
- Threat of or intentional destruction of College property;
- Acts such as obscene gestures, "getting in your face" and fist shaking;
- "Stalking" or the willful, malicious and repeated following of any member of the college community creating an atmosphere of fear for that individuals personal safety;

### **Declaration of Responsibility:**

This section of the policy complements the Student Code of Conduct Policies and Procedures and Collective Agreements by further defining responsibilities to ensure All members of the College community have a safe learning and working environment.

### ***All Community Members:***

- Be aware of this Policy and Procedure regarding violence;
- Conduct themselves in a manner that shows respect for the individuality and uniqueness of other Community members regardless of race, gender, sexual orientation, religion, disability, or any other prohibited grounds of the Ontario Human Rights Code;
- Conduct themselves in a manner that shows respect for the individuality and uniqueness of other Community members regardless of life style choices. E.g. Piercings, hair colour, dress;
- Not commit acts of violence and be held accountable for any breaches;
- Seek assistance to resolve issues to help prevent escalation to acts of violence;
- Avail themselves of the training and other resources made available so they recognize the warning signs of violence and respond appropriately by following the procedures outlined in this policy;

- Report violent behaviour and any potentially violent or threatening situations related to the College Community; (refer to section on Reporting Mechanism)
- Report any external factors that may affect the safety of the College Community such as, but not limited to, Protection Orders, Receipts of Threats, etc. (refer to section on Reporting Mechanism)

***College Administration:***

- Ensuring Community members are aware of the Policy and Procedures regarding violence at the College;
- Participate in proactively seeking and implementing prevention strategies;
- Upon witnessing an incident of violence respond by ensuring security is notified and a safe environment is maintained. If safe and possible, demand the behaviour to stop and identify parties involved and circumstances to security.
- Apply appropriate measures to ensure the prevention of further acts of violence against any member of the College Community;
- Ensure confidentiality to the extent legally allowable and protection from reprisal for any individual reporting in good faith;
- Application of appropriate and reasonable sanction under the appropriate policy , including pursuing external prosecution where appropriate and justified;
- Ensure proper resolution of employee breaches in consultation with the employee's manager and Human Resources under the collective agreements as appropriate.
- Ensure proper resolution of student breaches and others to the extent reasonable in the circumstance under the Student Code of Conduct Policy and Procedures
- Provide support to victims of violence (e.g. referring staff to EAP, and students to counseling, stress debriefing following a serious incident, return to work or job modifications in accordance with the accommodation Policy);
- Ensure employees experiencing College violence are aware their union representative may be able to provide additional support.

***Executive Team:***

In addition to the responsibilities identified under College Administration section, The Executive Team / Senior Management are responsible for the following:

- Participate fully in all phases of College violence prevention and response, including membership on College Violence Prevention Team.
- Support through funding, staffing, and allotment of work release time to allow all Community Members to participate in training and/or policy application.
- Promote a working/learning environment of respect and commitment to College violence prevention

***Board of Governors:***

- Be familiar with and support funding initiatives to implement and maintain the policy on College violence prevention;
- Promote a working/learning environment of respect and commitment to College violence prevention

***Unions / Employee Organizations:***

- Be familiar with and actively support policy and contract language on College violence prevention;
- Stay fully abreast of procedures for addressing threats of College violence and emergencies;
- Participate fully with management in dealing with and responding to incidents of violence and in all other phases of College violence prevention and response, including membership on College Violence Prevention Team.

**Safety and Security Services:**

- Coordinate response.
- Perform a risk assessment and determine appropriate course of action;
- Conduct investigation and submit a fact finding report.
- Participate in case/complaint resolution;
- Serve as a liaison with Law Enforcement, College Violence Prevention Team and Student Life Enhancement Division for complaints against students and the employee's manager and/or Human Resources for complaints against employees;
- Work with Facilities and Services to improve the security level of the buildings, grounds, parking lots, etc.;
- Collect Incident statistics, analyze data and report findings/recommendations to the College Violence Prevention Team.
- Participate fully with management in all phases of College violence prevention and response, including membership on the College Violence Prevention Team;
- Implementation and delivery of prevention programming and training in consultation with Centre for Organizational Learning and Teaching;
- Be familiar with and operate under established protocols when responding to acts of violence
- As appropriate, communicate to the College Community through the Campus Watch Program a "For Your Safety" security alert.

**Student Life Enhancement Division:**

- Ensure proper resolution of Code of Conduct violations related to College violence under the Student Code of Conduct Policy and Procedures;
- As appropriate, provide mediation or alternative dispute resolution services to assist students in resolving disputes.

**Human Resources**

- Work with department managers and Security to ensure proper resolution of conduct violations under this policy;
- When appropriate, provide mediation or alternative dispute resolution services to assist employees in resolving disputes.

**Centre for Organizational Learning and Teaching (COLT)**

- Participate in the Violence Prevention Policy development, maintenance and communications.
- Participate in the development, implementation and delivery of Violence Prevention Policy training in consultation with Safety and Security Services.

**Contractors:**

- Contractors have an added responsibility to ensure their agents are aware of this policy and are expected to take appropriate actions to deal with incidents of violence.
- They will be informed of this policy through notification in Request for Proposal (RFP) documents and included on Purchase Order notifications.

**Role of Joint Health and Safety Committees:****Steering Committee:**

- Be consulted through the Violence Prevention Team on the development, implementation and maintenance of the Violence Prevention Policy;
- Recommend and monitor policy and training initiatives.

**Campus Committees:**

- Recommend and monitor prevention strategies and/or measures to make the environment safer;

***Role of Centennial College Student Association Inc. (CCSAI):***

- Be familiar with and actively support policy and contract language on College violence prevention;
- Stay fully abreast of procedures for addressing violence and emergencies at the College;
- Consult with College management to ensure that students are up to date on College violence prevention, policy and procedures;
- Ensure the College management is up-to-date on student issues;
- Participate fully with management in all phases of College violence prevention and response, including membership on Violence Prevention Team.

***Violence Prevention Team:***

Members:

- Dean Organizational Learning
- Representative appointed by each Union Local and the Administrative Staff Association
- CCSAI (Centennial College Student Association Inc.)
- Safety and Security Services
- Student Life Enhancement Division
- Human Resources
- Sexual Harassment Officer
- Representative from each Campus Joint Health and Safety Committee

Role:

- Be consulted on the development, implementation and maintenance of the Violence Prevention Policy;
- Review incidents of College Violence to assist in the mitigation of consequences for those involved with, or are witness to, the traumatic events;
- Liaison with Centennial College Executive Team/Senior Management through the Dean of Organizational Learning;
- Recommend preventive measures needed and to be applied to make the environment safer and in an effort to ensure the event is not repeated in future;
- Participate in training development and implementation of the violence prevention program.

**Consequences of Perpetrating Violence at the College**

Appropriate Sanctions under the appropriate internal complaints process and/or legal actions will be applied with consideration of any or all of the following:

***Level of Violence***

Consequences appropriate to the violation will be applied up to and including termination of employment or expulsion from College programs, courses and activities. Sanctions will be applied in accordance with the Student Code of Conduct Policy and Procedures or Collective Agreements as appropriate and/or employment/service contracts.

Weapons related offences will automatically result in Police involvement and where appropriate the College pursuing maximum consequences under the law.

***Criminal Code of Canada***

When appropriate, incidents of Violence at the College will be reported to, and investigated by, the Police with criminal charges potentially being laid against anyone involved in the commission of an unlawful activity as defined by the Criminal Code.

### **Civil Litigation**

When appropriate, incidents of Violence at the College may result in the application of civil litigation for the redress of damages and costs to persons, property or reputations associated with Centennial College or its Community Members.

### **Prevention Program:**

Every effort will be made to ensure a safe and violence free environment. To this end, three main prevention strategies will be used. These are facility design, safe working practices/procedure and education.

When designing or renovating College facilities the College shall incorporate where appropriate the following factors:

- Layout and positioning of work stations to allow for safe exit.
- Use of signs for directional assistance and emergency help information.
- Use of physical barrier to control unauthorized access.
- Adequate lighting level.
- Electronic surveillance.

Supervisory staff shall ensure appropriate work practices/procedures are developed and implemented in their areas of responsibility. Safety and Security Services is available as an information resource in developing these procedures. Issues that are to be considered are cash handling and pickup procedures, office safety plans, work alone safety plans, off site safety plans, etc.

Appropriate levels of training will be provided to all employees based upon their potential level of exposure. These training levels will be developed in consultation with the College Violence Prevention Team and will cover the following subject matter:

- Causes of violence
- Recognition of warning signs
- Prevention of escalation
- Controlling and diffusing aggressive situations
- Details regarding policies, measures and procedures to deal with violence
- Availability of supportive counseling

### **Policy Maintenance**

Safety and Security Services shall regularly review and assess this policy with the College appointed Violence Prevention Team to ensure an accurate reflection of the College's position, response and application of this Policy. All updates to the Policy shall be reviewed by the Executive Team and approved by the Board of Governors.

### **Cross References:**

#### ***Legislation / External:***

- The laws of Canada, Ontario and municipal governments
- Occupational Health & Safety Act
- Criminal Code of Canada
- Ontario Human Rights Code
- Trespass to Property Act
- Liquor License Act
- Ontario Council of Regents Guidelines/College Appointment and Compensation Council

***Internal:***

- Student Code of Conduct Policy and Procedures
- Disruptive Behaviour in the Classroom and Learning Environment
- Process for Supervisors Addressing Complaints
- Occupational Health and Safety Policy
- Statement on Diversity
- Collective Agreements
- Employment Contracts
- Service Agreements
- Harassment and Discrimination Prevention Policy
- Acceptable Computer Use Policy
- Residence Student Lease Agreement
- Other College Policies as appropriate

**Appendices**

- **Violent and Criminal Incident Response Process Chart**
- **Violent and Criminal Incident Response Protocol**