

<b>Title:</b>	<b>Violence Prevention Policy</b>
<b>Type:</b>	Administrative
<b>Policy #:</b>	SS100-12
<b>Responsibility:</b>	Life Safety and Security Services
<b>Approved by:</b>	Executive Team
<b>Effective date:</b>	June, 2011
<b>Revised:</b>	December, 2010
<b>Review date:</b>	June, 2012

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## 1. Purpose

The purpose of this policy is to articulate and demonstrate the College's commitment to providing a safe and respectful working, learning and teaching environment free from violence and harassment.

## 2. Scope

- 2.1 This policy applies to all members of the college community.
- 2.2 This policy applies to a threat or an act of violence or harassment which occurs on college property or in connection with college related activities and functions conducted off college property, including employment, educational, or business dealings and field placements, field trips, social events or meetings.
- 2.3 This policy also applies where an act of violence, including domestic violence, or harassment by a community member or against a community member that occurs off college property, independent of the College, poses a subsequent risk to the safety of community members, on college property.
- 2.4 This policy does not apply to harassment based on the prohibited grounds as set out in the Ontario Human Rights Code. Code based harassment is addressed in the College's Harassment and Discrimination Prevention Policy.

## 3. Policy

### 3.1 General Principles

- 3.1.1 The College is committed to providing a safe and respectful working, learning and teaching environment that is free from violence and harassment.
- 3.1.2 All community members shall contribute to the development of a safe environment.
- 3.1.3 Violence and harassment are contrary to this policy, and will not be tolerated. The College shall take all reasonable steps in the circumstances for the safety of college community members while on college property.
- 3.1.4 Weapons are not permitted on college property.

### 3.2 Recognition, Prevention and Education

- 3.2.1 Violence and harassment are a shared responsibility and, as such, every community member has a role to play in recognizing and preventing potential violence and harassment.
- 3.2.2 The College shall promote awareness of violence and harassment prevention for community members.
- 3.2.3 The College shall provide training for employees in violence and harassment prevention measures.

### 3.3 Duty to Report and Respond to Violence

- 3.3.1 All community members shall immediately report incidents where they are subject to, witness or have knowledge of violence and/or harassment, or have reason to believe that violence and/or harassment has occurred or may occur.
- 3.3.2 Persons in a position of authority, including persons directing the activities of others, shall take immediate action to respond to or to prevent violence and/or harassment from occurring.
- 3.3.3 Where the College becomes aware of incidents of harassment and/or violence, including domestic violence, by a community member or against a community member, which occur off college property and that pose a risk to the safety of community members on college property, the College shall investigate to the extent necessary to take reasonable steps in the circumstances to ensure the safety of community members.

### 3.4 Retaliation/Reprisal Prohibited

Retaliation/reprisal are prohibited under this policy and, upon awareness, the College act upon any allegation of retaliation/reprisal.

### 3.5 Vexatious or Bad Faith Allegation Prohibited

Vexatious or bad faith allegations are prohibited under this policy. Substantiated allegations shall be acted upon by the College.

### 3.6 Multiple Proceedings

- 3.6.1 The College may, at its discretion, determine whether an allegation made under this policy is better addressed under another more appropriate college policy.
- 3.6.2 Where criminal or civil proceedings are initiated based on the allegations of violence and/or harassment, the College shall conduct its own independent investigation into such allegations, and will make its own determination in accordance with this policy.

### 3.7 Confidentiality

3.7.1 Confidentiality with respect to reports of violence and/or harassment shall be maintained to the extent possible, having regard to the circumstances giving rise to the report and subject to the College's obligation to conduct a thorough investigation.

3.7.2 Parties and witnesses to an investigation of violence and/or harassment shall keep information discussed confidential.

### 3.8 Monitoring

An annual report shall be provided to the Executive Team and the Joint Health and Safety Steering Committee summarizing the frequency and severity of incidents of violence and harassment, with comparative trend information where possible. Information provided will take into account the need to ensure confidentiality where appropriate.

## 4. Responsibilities

4.1 Centennial College, as an employer, shall be responsible for:

4.1.1 Providing a workplace free from violence and harassment.

4.1.2 Providing the required information and resources to control violence and harassment.

4.1.3 Creating an environment that encourages victims of violence and harassment to report all incidents.

4.2 Managers/Supervisors shall be responsible for:

4.2.1 Taking action as required and necessary to prevent violence and harassment from occurring.

4.2.2 Acting immediately on observations, incidents, complaints or allegations of violence and harassment.

4.2.3 Encouraging employees to report all incidents of violence and harassment.

4.2.4 Assisting as required in any investigation into incidents of violence and harassment.

4.2.5 Ensuring that employees complete training as required on college policies and procedures directed at preventing violence and harassment.

4.3 Manager, Life Safety and Security shall be responsible for:

4.3.1 Overseeing the administration of this policy and coordination of responsibilities under this policy. Where the Manager, Life Safety and Security has direct involvement with the complaint made under this policy, the college President or his/her delegate shall appoint a suitable alternate for the purposes of dealing with the complaint.

- 4.3.2 Developing and maintaining current reporting and investigation and all other relevant processes and procedures relating to this policy.
- 4.3.3 Ensuring that the appropriate response to incidents of violence and harassment are initiated and that allegations and incidents of violence and harassment are investigated.
- 4.3.4 Facilitating, in consultation with the College's Violence Prevention Team and the Manager, Policy Development and Education, an annual review of this policy to ensure its effectiveness.
- 4.3.5 Ensuring that this policy is posted.
- 4.3.6 Preparing an annual report summarizing the frequency and severity of incidents of violence, with comparative trend information where possible.
- 4.3.7 Act as the Workplace Violence Coordinator in accordance with the Occupational Health and Safety Act.
- 4.4 Community Members shall be responsible for:
  - 4.4.1 Understanding and complying at all times with the requirements of this policy for maintaining a safe college environment.
  - 4.4.2 Reporting incidents of harassment and violence, including domestic violence that may threaten members of the college community.
  - 4.4.3 Attending, as required, any training on college policies and procedures directed at preventing violence and harassment.
  - 4.4.4 Participating and cooperating fully in an investigation, should an incident of violence or harassment occur.
- 4.5 College Violence Prevention Team shall be responsible for:
  - 4.5.1 Participating in an annual review of this policy to ensure its effectiveness.
  - 4.5.2 Reviewing the annual report and recommend the implementation of preventative measures to create a safer working learning and teaching environment.
- 4.6 Centre for Organizational Learning and Teaching shall be responsible for:

Ensuring the delivery of training for employees and making available educational awareness for students and other community members in respect of this policy.

## 5. Definitions

- 5.1 **College Property** means any real property, including the grounds, buildings, structures and facilities, which is owned, leased/licensed, operated and/or used by the College.

- 5.2 **Community Member** means those persons who learn, work, live or otherwise carry out activities on college property, particularly the students and employees of the College. Community members also include members of committees established by the College, volunteers, contractors, individuals providing research, tenants, individuals or groups who rent/use college facilities and/or resources, visitors, applicants and/or guests.
- 5.3 **Harassment** means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. It includes bullying/personal harassment which could reasonably be regarded as intending to intimidate, offend, degrade or humiliate an individual and results in a harmful working, learning and teaching environment. Generally, a series of actions and/or behaviours is required to constitute harassment; however, a single act of sufficient severity may constitute harassment. Examples of harassment include, but are not limited to, the following:
- Vexatious conduct intended to intimidate, degrade, or humiliate an individual
  - Vexatious conduct that negatively affects an individual's dignity
  - Berating/belittling an individual
  - Unwarranted criticism
  - Undermining or deliberately impeding a person's work
  - Spreading malicious rumours, gossip or innuendo that is not true
  - Yelling or using profanity
  - Taunting and teasing where the intention is to humiliate and embarrass
  - Conduct which creates an intimidating, offensive or hostile environment
  - Insulting language
  - Unwelcome name calling and hurtful pranks
  - Phone calls, letters or emails which are abusive or offensive
  - Abuse of authority
  - Physical gestures intended to intimidate, offend, degrade or humiliate an individual
  - Display of offensive material either in hardcopy or electronic form which is intended to intimidate or humiliate an individual
  - Use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, personal Web sites, social networking sites and online personal polling Web sites, to create, post, display, transmit, or distribute messages or other materials which are intended to intimidate or humiliate an individual
- 5.4 **Retaliation/reprisal** includes any adverse action against another person for reporting violence and/or harassment under this policy, for participating/cooperating in any investigation under this policy or for associating with someone who has either reported violence and/or harassment or participated/cooperated in this policy's procedures.
- 5.5 **Vexatious or bad faith** allegations include any allegation of violence or harassment made against a person knowing such allegation to be false or an allegation of violence and/or harassment made or against a person for a purely frivolous, malicious or vindictive purpose.
- 5.6 **Violence** includes, but is not limited to, the following actions or behaviours that a reasonable person would perceive to be aggressive, and/or intimidating, and/or

harassing, and/or unsafe or which carry an expressed or implied intent to cause harm to a person or property:

- 5.6.1 Hitting, shoving or striking another person or object;
- 5.6.2 Throwing objects, regardless of size or target, where a reasonable person would consider the intent to be aggressive or assaultive in nature;
- 5.6.3 Threatening of harm to anyone or to their property;
- 5.6.4 Unwelcome name-calling, obscene language and other verbally abusive behavior, e.g. hateful graffiti, leering/whistling;
- 5.6.5 Threat of or intentional destruction of college property;
- 5.6.6 Acts such as obscene gestures, “getting in your face” and fist shaking;
- 5.6.7 “Stalking” or the willful, malicious and repeated following of any member of the college community creating an atmosphere of fear for that individual’s personal safety;
- 5.6.8 Possessing or using weapons, or any other objects intended to cause injury or to threaten or intimidate.

## **6. Cross References to Other Existing Policies or Regulations**

- Violent and Criminal Incident Reporting Procedures
- Violent and Criminal Incident Response Procedures
- Work Refusal Procedures
- Student Code of Conduct Policy and Procedures
- Harassment and Discrimination Prevention Policy
- Disruptive Student Behaviour in the Classroom and other Learning Environments Policy
- Criminal Code
- Trespass to Property Act
- Occupational Health and Safety Act
- Collective Agreements
- Ontario Human Rights Code
- Freedom of Information and Protection of Privacy Act (FIPPA)