



Policy 41.10
Prevention of Violence, ~~in the Workplace~~
Threats, and Intimidation
at Vancouver Island University

Type:	C – Institutional	Last Approved: May, 2007
Executive Responsibility:	Vice-President Administration & Finance	Next Review:
Administrative Responsibility:	Health & Safety Coordinator	Procedure:

STATEMENT:

~~Vancouver Island University is committed to actively encouraging the prevention of violence in the workplace and to the promotion of a violence free environment. Any act of violence against employees and/or students is unacceptable and will not be tolerated.~~

~~The Vancouver Island University Executive is determined to promote working conditions which will reduce or eliminate the potential for violent incidents to occur within its operations or facilities.~~

~~Therefore:~~

- ~~1. A Workplace Violence Prevention Program (WVPP) will be developed and implemented that will establish and maintain adequate standards for the prevention of violent incidents within the University/College operations. Procedures will be established to ensure that this topic is adequately addressed in a proactive manner.~~
- ~~2. Members of the Vancouver Island University community who perform supervisory duties will ensure that employees are adequately trained in the recognition and management of potentially violent incidents~~
- ~~3. Every member of the Vancouver Island University campus community is obliged to report threats or incidents of violence, follow prescribed procedures for the management of such incidents, and willingly participate in the investigation, control and elimination of such occurrences.~~
- ~~4. Reported incidents of violence will be promptly investigated by designated individual(s) in an objective and sensitive manner.~~

~~Corrective action necessary to prevent the recurrence of similar incidents will have the highest priority.~~

Purpose:

Vancouver Island University (VIU) is committed to preventing, managing, and responding appropriately to incidents of violence, threatening behavior, or intimidation to provide a safe, secure, and productive learning and working environment for all members of the campus community.

Scope:

It is the policy of VIU to respect the right to privacy of all members of the campus community while recognizing their right to a safe, secure, and productive learning and working environment. In pursuit of this VIU will:

- Focus on prevention by effectively communicating and sharing information between departments and external organizations to identify members of the campus community who may be at risk of disrupting the learning and working environment of the campus community.
- To provide effective help through internal staff and qualified third parties to assist members of the campus community in the successful resolution of issues that can lead to intimidation and violence.
- To respond effectively to incidents of intimidation and violence using established programs and procedures in cooperation with the appropriate external agencies.

Authority:

This policy will be administered jointly by the Office of Health and Safety Services and the Office of Student Services and will report to the President of the University.

Definitions

Violence	The attempt or exercise of physical force by a person against a member of the campus community that causes, or could cause, physical injury to the person.
Intimidation	A statement (verbal, demonstrated, or written) or behaviour that is reasonable for a person to interpret as a threat to exercise physical force against a member of the campus community.
Campus Community	All faculty, staff, students, volunteers, visitors and contractors of the University while on University property or while performing duties on behalf of the University.
Privacy	The legislative right of all persons in Canada under the Freedom of Information / Protection of Privacy Act.
External Agencies	All representatives of bodies empowered by law or legislation with responsibilities for the safety and security of society. This includes but is not limited to the Workers Compensation Board of British Columbia, the Royal Canadian Mounted Police (or any policing agency), and the Ministry or Department of Labour, and the Vancouver Island Health Authority.
Prevention	Activities undertaken to identify trends and issues of concern to the safety, security, and productivity of the campus community with the ultimate goal of helping individuals and groups to overcome adversity in a positive manner.
Management	Monitoring and intervening with individuals / groups who impact the safety, security, and productivity of the campus community. While helping these individuals to overcome adversity remains the number one goal, the safety, security, and productivity of the institution is paramount and measures will be undertaken to enforce behavioural goals through tools including behavioural contracts and conditions.
Response	In conjunction with the appropriate external agencies, VIU will formally and systematically assess risk / threats to the institution and take direct action to deescalate and remove individuals or groups who pose a threat to the safety of the campus community.
Memorandum of Understanding	A document that provides a framework for confidential and secure information and resource sharing between two or more organizations.

Direct Procedures

1. Prevention:

1.1 Non-Academic Student Misconduct Group

- a. Confidential Information Sharing Group with broad membership
- b. Recommendations to counseling, appropriate external agencies
- c. Similar to previous student sharing group

1.2 Employee Misconduct Group

- a. Confidential information sharing group
- b. Recommendations to EFAP
- c. Special arrangement for dealing with stress / mental health issues

1.3 Training

- a. Incident / Concern Reporting
- b. CPI / Mental Health First Aid
- c. Threat Assessment

1.4 University Community Awareness and Advertising to promote

- a. EFAP
- b. VIU Counseling
- c. Community Mental Health (VIHA)
- d. Awareness of stress and mental illness.

2. Management:

2.1 Voluntary Requests for Assistance

- a. Staff – EFAP
- b. Students – Counseling (Internal / External)

2.2 Case Management Team

- a. Development and monitoring of behavioural contracts, probation, etc...
- b. Follow-up on existing cases
- c. Communication with affected employees and security (need-to-know only)
- d. Referral to Threat Management Team / External Agencies

2.3 Employee Misconduct Group

- a. Development and monitoring of behavioural contracts
- b. Follow-up on existing cases

- c. Communication with affected employees and security (need-to-know only)
- d. Referral to Threat Management Team / External Agencies

2.4 Visitor Intervention

- a. HSS and Security Director
- b. Referral to external agencies

2.5 Memorandum of Understanding

- a. RCMP
- b. VIHA
- c. Independent Counseling / Psychiatric Services

3. Response

3.1 Threat Assessment Team

- a. Referrals from Case Management - Non-compliance with behavioural contracts, repeat issues, escalation, etc.
- b. Issues from off campus from RCMP, etc.
- c. Student / staff issue with serious behavioural issues

3.2 Emergency Operations Centre

- a. Activation via Threat Assessment Team
- b. External agencies (RCMP, Mental Health) involved
- c. Communication - Synopsis of situation to Executive Director, Communications and Public Relations

3.3 Training

- a. Threat Assessment Training
- b. What to Report and How

3.4 Communications

- a. Barred Employees / Students / Visitors – Universal Access
- b. RCMP / CSIS
- c. *Crime Stoppers*
- d. Community Mental Health Agency / NRGH

3.5 Memorandum of Understanding

- a. RCMP
- b. VIHA
- c. Independent Counseling / Psychiatric Services

Related Policies & Procedures:

- 21.03 Human Rights Education Initiatives and Complaint Resolution
- 21.05 Personal Harassment Policy
- 21.06 Conflicts of Interest Related to Employees and Students
- 22.04 Compliance with Freedom of Information / Protection of Privacy Act
- 31.06 Disruption / Free Learning and Working Environment
- 32.05 Student Conduct Code
- 32.06 Student Conduct Appeals
- 41.04 Right of Access to Information
- 41.09 Health and Safety Policy
- 41.10 Prevention of Violence in the Workplace (Updating)
- 41.13 Death of a Member of the University Community
- 44.05 Personal Safety on Campus

XX.xx Employee Conduct Code

CUPE Collective Agreement - Appendix B - Violence in the Workplace

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