

<b>Section:</b>	Health, Safety and Environment (HS)
<b>Subject:</b>	Health, Safety and Environment
<b>Legislation:</b>	<i>Occupational Health and Safety Act</i> (SA 2017 c0-2.1) and related legislation; <i>Criminal Code</i> , R.S.C.1985, c.C-46.
<b>Effective:</b>	May 27, 2008
<b>Revision:</b>	June 25, 2013; September 1, 2016 (reformatted); April 24, 2019

**APPROVED:** \_\_\_\_\_  
**President and CEO**

## **POLICY**

The policy of the Board of Governors is to ensure that SAIT neither accepts nor tolerates violent acts or threats of violence in its workplace or learning environments. In particular, SAIT will neither accept nor tolerate any violent acts or threats of violence by members of the SAIT community while on SAIT premises or at SAIT-sponsored events or activities.

## **PROCEDURE**

### **DEFINITIONS**

**Behavioural Intervention Team (BIT)**

This team guides and directs an institutional response to reports of student behaviours of concern and assesses whether a reported behaviour constitutes a risk or threat to the SAIT community. It consists of representatives from Safety and Community Services, Student Development and Counselling, Employee Services and the Office of the Registrar, and may include other members of the SAIT community as required, including administrative support.

**Complainant**

A person who initiates a complaint believing that a member of the SAIT community, whether that same person or another individual, has been the subject of an act of violence or a threat of violence.

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<b>Domestic Violence</b>	A single act of violence, or a number of acts forming a pattern of behavior in a personal relationship, that is used to gain or maintain power and control over another.
<b>Emergency Management Response Team (EMRT)</b>	Assesses any emergency on the SAIT campus or in relation to any SAIT business initiatives and determines the best course of action, implementing tactics and deploying resources as necessary.
<b>Employee</b>	A person on SAIT's payroll, whether paid by annual salary or hourly wage.
<b>Management</b>	An academic chair/coordinator, manager, associate dean/director, dean/director, associate vice president, vice president or president and CEO.
<b>Respondent</b>	A member of the SAIT community alleged to have committed an act of violence or a threat of violence.
<b>SAIT campus</b>	SAIT's main campus and all satellite campuses.
<b>SAIT community</b>	SAIT's governors, employees, students, contractors, consultants, agents and volunteers.
<b>Student</b>	A person currently enrolled in a SAIT program or course.
<b>Workplace violence</b>	<p>The threatened, attempted or actual conduct of a person, whether at a work-site or that is work-related, that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence. It includes without limitation:</p> <ul style="list-style-type: none"><li>• physical assault.</li><li>• threats of violence, verbal or written.</li><li>• gestures or acts of aggression towards an individual that create fear or mistrust in that individual, or that comprise or devalue that individual.</li><li>• harassment in any communication or actions whether direct or indirect which causes another person to fear for their safety or the safety of another.</li></ul>

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**Workplace and learning environment**

Any physical or electronic environment where SAIT-related activities take place or where SAIT conducts business.

**GOVERNING PRINCIPLES**

1. SAIT is committed to the prevention of workplace violence, including sexual violence and domestic violence taking place within the workplace. SAIT will take reasonable steps to protect the SAIT community from potential hazards associated with workplace violence through the implementation of preventive measures, policies and procedures, and institutional safety controls.
2. This procedure applies to all members of the SAIT community while engaged in any activity related to their employment, contract, association or studies at/with SAIT. It applies whether they are on or off the SAIT campus (for example, business trips, conferences, social gatherings, and online communications).
3. Members of the SAIT community are responsible for creating a respectful working and learning environment free from violence. This includes refraining from actions and behaviours that might constitute violence.
4. SAIT considers substantiated acts of violence by any member of the SAIT community to be a serious breach of policy and SAIT's FIRST Principles. Any acts of violence committed by or against members of the SAIT community while on SAIT premises or at SAIT-sponsored events or activities will not be tolerated and may result in disciplinary action.
5. All members of the SAIT community are responsible for reporting any acts of violence that place themselves or other members of the SAIT community in an unsafe situation.
6. SAIT will investigate and take appropriate corrective actions to address all reported incidents of workplace violence. For more information, see Schedule A, Respectful Workplace and Prevention of Violence Guide, an Associated Document to this procedure.
7. Confidentiality will be maintained to the extent practicable and appropriate under the circumstances, and as permitted by law.
8. This policy does not prevent a complainant from proceeding through other available or legal means, or reporting the matter directly to the police.

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9. This procedure does not apply to:
  - a) Behaviour constituting harassment or discrimination, as this is addressed in procedure HR 4.10.1 Respectful Working and Learning Environment.
  - b) Behaviour constituting sexual assault and sexual violence, as this is addressed in procedure AD. 2.13.1 Sexual Assault and Sexual Violence.
  - c) Student behaviour falling under procedure AC.3.4.1 Student Code of Conduct or AC.3.4.2 Student Behaviours of Concern.
10. SAIT will review this procedure every three years or more frequently as needed.

## **PROCEDURE**

### **A. Safety Assessment**

1. Management will assess the risk of violent acts and/or the potential for violence where members of the SAIT community work and/or study, so that they are not subject to or participate in workplace violence. This includes but is not limited to arranging for hazard assessments of the potential risk of violence where members of the SAIT community work and/or study, and working collaboratively to implement reasonable measures to address identified actual or potential violence risks.
2. SAIT may use the BIT for a safety assessment or to investigate reported student behaviours of concern.
3. SAIT may use the Emergency Management Response Team (EMRT) to assess any emergency related to violence on campus and determine the best course of action as necessary.

### **B. Complaint Reporting**

1. Any member of the SAIT community who witnesses and/or experiences a violent act or threat of violence shall report the incident to the senior manager, safety and community services, or to management.

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2. If the first point of contact is a member of management, that individual must report the complaint to the senior manager, safety and community services.
3. The senior manager, safety and community services will consult with Employee Services (for complaints involving employees) and/or the Office of the Registrar (for complaints involving students).
4. The complainant should carefully and accurately record details of the incident, including dates and times, nature of the incident, and names of any persons who may have witnessed the incident. All documentation relating to the incident should accompany the complainant's written statement.
5. All documentation received in relation to the complaint will be retained in confidence by the investigating unit of Safety and Community Services, and/or in collaboration with the Office of the Registrar (for situations involving students), and/or by Employee Services (employee related situations).
6. In the case of a perceived immediate threat of violence, the complainant should contact the Calgary Police Service at 911.

### **C. Investigation and Response**

1. All reported incidents or concerns of workplace violence reported to SAIT will be triaged and an investigation will be launched. An investigator will be assigned jointly by SAIT, through Safety and Community Services, Employee Services and/or the Office of the Registrar. This may be an internal or an external investigator.
2. The investigation should be launched as soon as possible once the complaint has been triaged.
3. The investigation should be completed within 30 days from receipt of the written complaint. This timeline may be adjusted as required by the investigator.
4. An investigation will, at a minimum, include a written submission from and/or an interview with
  - a) The complainant
  - b) The respondent
  - c) Witnesses identified by the complainant and respondent;
  - d) Any other individual whom the complainant and respondent deem necessary to be interviewed.

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5. The investigator will provide a summary or a copy of the complaint to the respondent.
6. On completion of the investigation, the investigator will inform the complainant and respondent that the investigation is finished and that the findings and recommendations will be provided to the member of management overseeing the investigation.
7. The department that assigned the investigator will:
  - a) Provide the investigation report to the member of management overseeing the investigation.
  - b) Inform the complainant and respondent in writing that the complaint has been substantiated or has not been substantiated, and/or that corrective action will be taken to address substantiated complaints.
8. If, at any time during an investigation, it becomes evident that the violent act or threat of violence may involve criminal behavior, SAIT will refer those involved to contact the Calgary Police Service, and/or SAIT may itself contact the Calgary Police Service.
9. SAIT will disclose only the minimum amount of information required that is necessary to inform workers of a specific or general threat of violence or potential violence as required.
10. The investigating department will ensure that all reports and related documentation are retained according to retention requirements. For more information on the investigation process, see Schedule A, Respectful Workplace and Prevention of Violence Guide, an Associated Document to this procedure.

#### **D. Resolution and Enforcement**

1. If the investigation substantiates a complaint of violence and the respondent is not a student, the respondent will be subject to procedure HR.4.4.1 Corrective Action Procedures. SAIT will take actions as appropriate, which may include referring the matter to police, and/or discontinuing business with the individual or organization.
2. If the investigation substantiates a complaint of violence and the respondent is a student, the respondent will be subject to the non-academic misconduct provisions of procedure AC.3.4.1 Student Code of Conduct.

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3. Applicable information from investigations will be reported to Safety and Community Services, to assist in identifying and implementing safety measures to eliminate or control the hazard of violence, and/or for reporting purposes under legislation.

#### **E. Protection from Retaliation and Complaints Made in Bad Faith**

1. A member of the SAIT community who brings forward or who is involved in a complaint and/or investigation under this procedure will be protected from any form of retaliation. Any such retaliation may result in consequences as set out in procedure HR.4.4.1 Corrective Action Procedures or in the non-academic misconduct provisions of procedure AC.3.4.1 Student Code of Conduct, as applicable.
2. A complaint made in bad faith or to purposely annoy, embarrass or harm the respondent may result in the complainant being subject to consequences as set out in procedure HR.4.4.1 Corrective Action Procedures or in the non-academic misconduct provisions of procedure AC.3.4.1 Student Code of Conduct, as applicable.

#### **F. Support**

1. Management will advise the complainant and respondent to contact Student Development and Counselling Services or the Employee and Family Assistance program, as applicable.
2. Members of the SAIT community who, as a witness, as a respondent, complainant of workplace violence, may be experiencing adverse symptoms as a result of a violent act are encouraged to consider consulting Student Counselling Services, the Employee and Family Assistance program, and/or a health care professional of their choice.

#### **G. Training and Awareness**

1. Management will advise employees of the requirements of this procedure and of the health, safety and environment management system, and will provide employees with access to health and safety information and training as required.
2. SAIT will provide training and awareness on topics including but not limited to hazard identification, assessment and control; incident management; and SAIT's Emergency Response Plan.

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## **POLICY/PROCEDURE REFERENCE**

HS.1.2 Prevention of Violence policy

## **ASSOCIATED DOCUMENTS**

Schedule A Respectful Workplace and Prevention of Violence Guide

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**PROCEDURE**