

Section:	Health, Safety and Environment (HS)
Subject:	Health, Safety and Environment
Legislation:	<i>Occupational Health and Safety Act (RSA 2000 c0-2)</i> and related legislation
Effective:	April 27, 2004; May 27, 2008
Revision:	June 25, 2013; September 1, 2016 (reformatted); March 7, 2023

APPROVED:

Chair, on Behalf of SAIT's Board of Governors

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.

DEFINITIONS

Behavioural Intervention Team (BIT)

This cross-functional team guides and directs an institutional response to reports of student behaviours of concern and assesses whether a student's reported behaviour constitutes a risk or threat to the SAIT community or to the student. It consists of representatives from Safety and Community Services, Student Development and Counselling, the Lamb Learner Success Centre, Accessibility Services, Employee Services, the Academic Division (schools), the Office of the Registrar, and the Office of Community Conduct. It may include other members of the SAIT community as required.

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.

Domestic violence

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.

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Emergency Management Response Team (EMRT)

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.

Employee

A person on SAIT's payroll, whether paid by annual salary or hourly wage.

Manager

An academic chair/coordinator, manager, associate dean/director, dean/director, associate vice president, vice president or president and CEO.

Respondent

A member of the SAIT community alleged to have committed an act of violence or a threat of violence.

SAIT campus

SAIT's main campus and all satellite campuses, including virtual/digital campuses.

SAIT community

SAIT's governors, employees, students, contractors, consultants, agents and volunteers.

SAIT-sponsored function

An event which SAIT has organized and which benefits SAIT. It is not open to the public: attendance is limited to members of the SAIT community and their invited guests. This includes but is not limited to student functions, student club meetings and employee functions.

SAIT-supported initiative

Events and activities that contribute to institutional positioning or other SAIT strategic priorities. These initiatives are identified by the president and CEO or the Executive Management Council, or if at the division or school/department level, by the relevant vice president or dean/director.

Student

A person currently enrolled in a SAIT program or course.

Workplace and learning environment

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

Workplace violence

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:

- physical assault.
- threats of violence, verbal or written.

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- gestures or acts of aggression towards an individual that create fear or mistrust in that individual, or that comprise or devalue that individual.
- harassment in any communication or actions whether direct or indirect which causes another person to fear for their safety or the safety of another.

GOVERNING PRINCIPLES

1. SAIT is committed to the prevention of workplace violence, including domestic violence taking place within the workplace. This means that:
 - a) SAIT does not tolerate any act of violence by or against a member of the SAIT community while engaged in any activity related to their employment, contract, association or studies at and/or with SAIT, including SAIT-sponsored functions and SAIT-supported initiatives, both on and off the SAIT campus. SAIT considers such an act to be a serious breach of SAIT's FIRST Principles (Fairness, Integrity, Respect, Safety and Transparency).
 - b) SAIT holds members of the SAIT community responsible for creating a respectful workplace and learning environment free from violence.
 - c) 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 policy does not prevent a complainant from proceeding through other available or legal means, or reporting the matter directly to the Calgary Police Service.
3. This policy does not apply to behaviour constituting harassment or discrimination: this is addressed in policy [HR 4.10 Respectful Workplace and Learning Environment](#) and its accompanying procedure [HR.4.10.1 Respectful Workplace and Learning Environment](#). For information on behaviour constituting sexual assault, sexual violence or gender-based violence, see procedure [HS.1.2.2 Sexual Assault and Sexual Violence](#).

PROCEDURE

1. As set out in more detail in procedure [HS.1.2.1 Prevention of Violence](#), SAIT addresses workplace violence by:
 - a) Carrying out safety assessments and implementing reasonable measures to address identified actual or potential violence risks.
 - b) Using the Emergency Management Response Team (EMRT) to assess and/or respond to an emergency related to violence on campus.

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- c) Using the Behavioural Intervention Team (BIT) to assess and/or respond to situations involving potential or actual student violence.
 - d) Requiring all members of the SAIT community who witness and/or experience an act of violence or a threat of violence to report the incident to the Safety and Community Services department or to a manager, or, in the case of a perceived immediate threat of violence, to contact the Calgary Police Service at 911. Details of the reporting mechanism are set out in procedure [HS.1.2.1 Prevention of Violence](#).
 - e) Investigating reported incidents of workplace violence. Details of the investigative procedures are set out in procedure [HS.1.2.1 Prevention of Violence](#). Note that incidents of violence involving student respondents are managed through policy [AC.3.4 Student Code of Conduct](#) and its accompanying procedures [AC.3.4.4 Student Non-Academic Conduct](#) and [AC.3.4.5 Student Behaviours of Concern](#).
 - f) Contacting the Calgary Police Service and/or referring members of the SAIT community to the Calgary Police Services in situations where the violent act or threat of violence may amount to criminal behaviour.
 - g) Taking appropriate actions to address substantiated reports of violence or the threat of violence, as per procedure [HR.4.4.1 Corrective Actions Procedure](#) (if the respondent is not a student) or procedure [AC.3.4.4 Student Non-Academic Conduct](#) (if the respondent is a student).
 - f) Providing support to both the complainant and the respondent through the Employee and Family Assistant program and/or Student Development and Counselling Services department, as applicable, and encouraging those individuals to take advantage of those resources.
 - h) Providing education and training to members of the SAIT community on topics including, for instance, the requirements of this policy and procedure, SAIT's health, safety and environment management system, hazard identification and assessment, incident management and SAIT's Emergency Response Plan.
2. A member of the SAIT community who brings forward or who is involved in a complaint and/or investigation under this policy 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 Procedure](#) or in procedure [AC.3.4.4 Student Non-Academic Conduct](#), as applicable.
 3. 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 Procedure](#) or in procedure [AC.3.4.4 Student Non-Academic Conduct](#), as applicable.
 4. Confidentiality will be maintained to the extent practicable and appropriate under the circumstances, and as permitted by law:

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- a) Sait will disclose only the minimum amount of information required that is necessary to inform members of the Sait community of a specific or general threat of violence or potential violence as required.

- b) 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.

DELEGATION OF AUTHORITY

- 1. Sait’s president and CEO may approve procedures that are consistent with and supplemental to this policy, including those that interpret or provide examples of expectations as described in this policy; establish additional expectations to supplement those described in this policy; establish processes for reporting, investigating and determining allegations; specify sanctions for workplace violence; and/or provide avenues of appeal.

POLICY/PROCEDURE REFERENCE

HS.1.2.1 Prevention of Violence procedure

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