

St. Andrew's College

Violence Policy Statement and Prevention Plan

Approved by the Board of Regents
November 2024

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THEOLOGICAL STATEMENT AND STATEMENT OF COMMITMENT:

We believe that all human beings are equal before God and in creation, and that Jesus emphasized mutuality and respect in relationships. St. Andrew's College is committed to providing a safe environment for study, work, residence, and worship, where everyone is treated with dignity and respect. It values the well-being of all people using or visiting its premises and working, living or studying within its community.

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace and place of study and worship will not be tolerated. Any violation of this policy should be immediately reported to your supervisor, instructor, Building Manager, Principal, or Human Resources Officer. All reports of incidents will be taken seriously and dealt with appropriately.

To ensure the policy fairly represents all employees, employees will be consulted for feedback on the policy.

This commitment may be seen in the College's commitment to being an Affirming Ministry of The United Church of Canada and in the College's policies on Justice and Harassment Prevention. In all of the commitments, and the policy statements and plans through which they are practiced, the College recognizes the systemic factors in society that position us differently in vulnerabilities to and effects of violence.

SCOPE AND JURISDICTION:

This policy applies to all members of the St. Andrew's College community, including but not limited to students, employees, volunteers, residents, committee and board members. This policy also applies to visitors and anyone participating in a St. Andrew's-sponsored activity both on campus and off, any person carrying out duties or providing services within St. Andrew's College or programs including contractors and their employees while engaged in activities related to work in the College, and to members of the general public while on or in St. Andrew's College facilities.

This policy should be read in conjunction with other policies on employment, student conduct, and resident conduct and is intended to complement and not supersede these other policies.

If it is determined by the College that any employee has contributed to a violent situation, immediate disciplinary action can be taken. Such disciplinary action may involve counselling, a formal warning and could result in immediate dismissal without further notice.

If it is determined by the College that any student or resident has contributed to a violent situation, disciplinary action may involve counselling, a formal warning, suspension or expulsion.

This policy does not prevent the use of reasonable force by members of Protective Services (the local police service or University of Saskatchewan Security Services) where appropriate, nor is intended to discourage or prevent someone from pursuing a complaint with the

Saskatchewan Human Rights Commission, Occupational Health and Safety, or via any other legal avenues available.

POLICY:

Violence committed by any member of, visitor to, or group within the St. Andrew's College community is strictly prohibited and will not be tolerated. Individuals or groups who engage in violence may be removed from College facilities and may be subject to disciplinary action including dismissal, suspension, expulsion, notice of trespass and criminal prosecution.

Individuals, who make bad faith allegations of violence, which are knowingly false, fraudulent, or malicious, will be subject to discipline up to and including dismissal or expulsion from St. Andrew's College.

All members of the St. Andrew's community have the right to make a complaint or enforce their rights under either this policy or the College's Harassment Prevention Policy. A complaint being investigated under this policy will not be considered under the Harassment Prevention Policy concurrently and vice versa. The Human Resources Officer will decide the procedure to be followed if a situation could engage both policies.

This policy applies to St. Andrew's College learning, working and living environments. For the purposes of this policy, violence in the learning, working and living environments include, but is not limited to, violence which occurs:

- at St. Andrew's College
- at college-related functions
- in the course of learning or work-related functions outside of the College
- at learning or work-related conferences or training sessions
- during learning or work-related travel
- using the telephone, computer, any communication device, or social media
- independent of St. Andrew's College but which carries over or threatens to carry over to St. Andrew's College or activities (e.g., domestic violence)

St. Andrew's College will immediately remove from its building, with the assistance of the local police service or University of Saskatchewan Security Services, if necessary, any person whose continuing presence represents a credible threat to people or to St. Andrew' College. In the event an incident escalates into a crisis, further action will be guided by the St. Andrew's College Emergency Response Plan.

No person, while in St. Andrew's College, shall store, carry or use a weapon. Weapon means anything used, designed to be used or intended for use in causing death or injury or for the purpose of threatening or intimidating any person, and may include but is not limited to firearms, knives, dangerous substances, explosives and ammunition.

This policy does not apply to:

- police officers or peace officers carrying issued weapons in the performance of their law enforcement or security duties
- ceremonial knives carried or used to meet religious obligations when they have been rendered inoperable

- small folding or utility knives used for a lawful purpose that are not brandished or worn in such a manner as to cause concern or alarm.

Other exemptions to this policy, as may be required for St. Andrew's-sanctioned events, activities, or academic programs, may be authorized by the Principal or designate.

VIOLENCE:

Workplace violence is more than physical assault. Section 3-26 of The Occupational Health and Safety Regulations, 2020 (regulations) defines workplace violence as the attempted, threatened or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behavior that gives a worker reasonable cause to believe the worker is at risk of injury.

Workplace violence is not limited to incidents which occur in a place of work. At times, individuals are subjected to violence by their employers, supervisors, colleagues and clients outside of their workplace. It may occur off-site at business-related functions like conferences and trade shows, or at social events related to work. Threatening telephone calls, texts, or e-mail received at home are also considered workplace violence. Whether committed by co-workers, student colleagues, managers, instructors or third parties, violent incidents are unsafe, unhealthy and unacceptable.

Violence is any aggressive, threatening or hostile act towards any person or group, directly or indirectly, that causes, or is likely to cause, physical or mental harm. This includes any verbal threat or conduct which gives a person or group reasonable cause to believe there exists a risk of injury to themselves or others. Violence also includes any deliberate act or omission by anyone that causes or is intended to cause damage to personal property or the St. Andrew's College building.

Violence includes but is not limited to:

- behaviour that in any way endangers the safety of others
- threatening words, communications, and gestures
- damage or destruction to personal property
- damage or destruction to St. Andrew's College
- stalking
- intimidation
- physical assaults
- sexual assaults
- possession of a weapon

Warning Signs/Worrisome Behaviours:

Warning signs and worrisome behaviours are known predictors of violence in post-secondary institutions. While the presence of one sign or the display of one behaviour by itself may be of limited concern, the display of a cluster of signs and behaviours must be taken seriously. Further information on such signs and/or behaviours is available from your Human Resources Officer.

Reporting Acts or Threats of Violence:

An employee who is the victim of violence, believes they have been threatened with violence, or witnesses an act or threat of violence towards anyone else shall take the following steps:

- if an emergency exists and the situation is one of immediate danger, contact the local police officials by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect themselves from immediate harm, such as leaving the area.
- if the situation is not one of immediate danger, report the incident to the appropriate supervisor, instructor, St. Andrew's College Building Manager, Principal or Human Resources Officer as soon as possible and complete the St. Andrew's Workplace Violence Incident Report Form.
- Individuals also have the right to file a complaint with Protective Services on their own.

Procedures-Future Violence:

Individuals who have reason to believe they, or others, may be victimized by a violent act sometime in the future, either at the College or as a direct result of their employment, volunteerism or study with St. Andrew's College shall inform their appropriate supervisor, instructor, St. Andrew's College Building Manager, Principal or Human Resources Officer and immediately complete a Workplace Violence Incident Report Form so appropriate action may be taken, including contacting Protective Services. An individual who has signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at the College, shall immediately supply a copy of the signed order to their supervisor or Principal, who will then provide copies to relevant individuals, including supervisors, instructors, Human Resources Officer and Protective Services.

INCIDENT INVESTIGATION:

Acts of violence or threats will be investigated immediately in order to protect members of the St. Andrew's community from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. The respective individual will cause to be initiated an investigation into potential violation of College rules/policies and will refer the matter to Protective Services for their review of potential violation of civil and/or criminal law.

Procedures for investigating incidents of workplace violence include:

- visiting the scene of an incident as soon as possible
- interviewing injured and threatened employees and witnesses
- examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator
- determining the cause of the incident
- taking mitigating action to prevent the incident from recurring
- recording the findings and mitigating actions taken

In appropriate circumstances, St. Andrew's College will inform the reporting individual of the results of the investigation. To the extent possible, the College will maintain the confidentiality of the reporting individual and the investigation but may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. St. Andrew's College will not tolerate retaliation against any employee who reports workplace violence.

Should any instance warrant it, the College may inform the Occupational Health and Safety Committee and invite the Committee to recommend corrective action needed to prevent a recurrence.

Mitigating Measures:

Incidents which threaten the security of the St. Andrew's College community shall be mitigated as soon as possible following their discovery. Mitigating actions include:

- notification of law enforcement authorities when a potential criminal act has occurred
- provision of emergency medical care in the event of any violent act upon an individual
- assurance that incidents are handled in accordance with the St. Andrew's College Violence Prevention Policy

St. Andrew's College also recommends that anyone exposed to a violent incident consult their physician for treatment and receive post-event trauma counseling for those desiring such assistance.

TRAINING AND INSTRUCTION:

The St. Andrew's College Human Resources Officer shall be responsible for ensuring that all employees are provided training and instruction on general workplace security practices and the contents of the Violence Policy Statement and Prevention Plan. This will be done through providing copies of the policy, holding an information session when the policy is first implemented and to all newly hired employees, and informing of revisions to the policy and retraining on revised elements of the policy. Employees will also be made aware of the nature and extent of the risk of violence in the workplace including information related to people with a known history of violent behaviour whom workers are likely to encounter in the course of their work.

The Registrar shall be responsible for ensuring that students are aware of the College's Violence Policy Statement and Prevention Plan.

Supervisors will ensure victims of violent workplace incidents do not lose pay or other benefits for visiting a physician or other health care specialist for treatment or counselling during work hours.