

SUBJECT: Workplace Violence	POLICY NO: INT-14	LAST REVIEWED: April 2018
APPROVED BY: Executive Board	MANAGED BY: Human Resources Manager	NEXT REVIEW: April 2020

SUMMARY

Policy Statement

BCITSA aims to create a safe working environment for all individuals; therefore, it is essential that all employees and Executives follow guidelines and procedures to ensure everyone’s safety. As it relates to workplace violence, no employee, Executive, customer, or anyone coming into contact with another individual should ever feel threatened while on our premises.

Purpose of This Policy

The purpose of this Policy is to:

- Maintain a working environment that is safe for all employees and Executives.
- Prevent situations of workplace violence by educating employees and Executives of proper workplace behaviour.
- Outline the procedures for identifying and reporting workplace violence.

Application of This Policy

This Policy applies to all full-time and part-time employees, contracted positions, and Executives.

This Policy is in addition to, and not in substitution for rights an individual may have under existing legislation, such as the *BC Human Rights Code* and the *BC Employment Standards Act*.

Related Documents and Legislation

Legislation

- *BC Human Rights Code*
- *BC Employment Standards Act*
- *BC Workers Compensation Act*

BCITSA

- Policy INT-17 – Employee Discipline

BCIT

- Policy 7103 – Sexual Violence and Misconduct
- Policy 7100-PR1 - Response to Abusive or Threatening Behaviour

Amendment History

- Created 2018-04-16
- Amended [DATE]

DEFINITIONS

Violence

In the context of this Policy, Violence refers to physical and/or verbal assault toward another person including but not limited to shouting, shoving, pushing, harassing, intimidation, bullying, verbal abuse, coercion, callous or intentional disregard for the physical safety or well-being of others, brandishing weapons, obscene phone calls, emails or written correspondence, or serious threats of those activities.

DUTIES AND RESPONSIBILITIES

Human Resources Manager

The Human Resources Manager is responsible for the interpretation and enforcement of this Policy.

POLICY

1. Workplace Violence

1.1. Commitment to a Violence Free Environment

- a. BCITSA is committed to maintaining a work environment free from violence, threats of violence, harassment, and intimidation.
- b. All employees and Executives shall be encouraged to notify their respective manager, the Executive Director, or the Human Resources Manager immediately if they are feeling unsafe or threatened at work.

1.2. Impartiality of Response

- a. All concerns, regardless of severity, shall be handled fairly, promptly, and without retaliation for bringing a valid claim forward.
- b. This protection does not apply to false or malicious claims. The claim must be a valid and proper claim for such immunity to apply.

1.3. False Claims

- a. If BCITSA finds that an employee made a claim of workplace violence in bad faith, BCITSA shall take disciplinary action against the employee who made the claim, up to and including termination of employment.
- b. If BCITSA finds that an Executive made a claim of workplace violence in bad faith, the issue shall be brought to Executive Committee.

1.4. Violence Prevention

- a. In order to ensure a safe environment for everyone, BCITSA strictly enforces the following:
 - i. Weapons, even if properly registered, shall not be permitted on BCITSA property or in vehicles parked on BCIT property.
 - ii. Weapons include any device that a projectile may be fired from, firearms, knives, any simulated firearm, sling shots, clubs, metal knuckles, explosives, and any other items with the potential to harm another person.
 - iii. Offices, desks, cabinets, telephones, and computers are BCITSA property. BCITSA reserves the right to search these areas or view emails and data stored on BCITSA computers as per BCITSA Policy.
 - iv. Any conversations overheard during monitoring for quality control or private messages retrieved that may be deemed threatening to other individuals shall be used as a basis for disciplinary action or termination of employment.

1.5. Disciplinary Actions

- a. Any employee who engages in any physical assault, threatening behaviour, or verbal abuse in the work setting shall be immediately

removed from the premises and shall be subject to disciplinary action, up to and including immediate termination of employment.

- b.** Any Executive who engages in any physical assault, threatening behaviour, or verbal abuse in the work setting shall be immediately removed from the premises and the issue shall be brought to Council.

PROCEDURE

N/A