

University Policy

University Procedure

Operating Standard

Guideline/Form

- i. a dismissal, layoff, suspension, demotion or transfer, discontinuation or elimination of a job, change of job location, reduction in wages, change in hours of work or reprimand;
 - ii. any other act that adversely affects the employment, working conditions, or education of the individual; and
 - iii. a threat to do any of the above.
- f) "Supervisor" is an individual who directs or oversees a person, group, department, organization, or operation for the University.
 - g) "Senior Leadership Team" means employees of the University who, at the relevant time, are designated as members of the Senior Leadership Team.
 - h) "Senior Officer" includes any member of the Senior Leadership Team as well as directors and department heads.
 - i) "Threat Assessment Committee (TAC)" is comprised of University staff members representing Campus Security, Human Resources, Student Services, SU Wellness Centre and Staff Wellness, and ad hoc committee members.
 - j) "University" means University of Calgary.
 - k) "Worker" means a person engaged in an occupation at the University including an Employee.
 - l) "Workplace Violence" means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury to a Worker in the workplace.

4 Policy Statement

Statement of Belief

- 4.1 The University is committed to:
 - a) promoting a violence-free workplace;
 - b) creating an environment in which people respect one another;
 - c) investigating reported incidents of violence in an objective and timely manner;
 - d) taking necessary action in response to reports of incidents of violence; and
 - e) providing appropriate support for victims of Workplace Violence.
- 4.2 An act of Workplace Violence committed by or against any Worker is unacceptable and will not be tolerated.

Prevention of Workplace Violence

Hazard Assessment and Control

- 4.3 An assessment of the potential for violence in the workplace will be included in the University's Hazard Assessment and Control process.
- 4.4 When the potential for violence is identified during an assessment, controls to mitigate the hazard will be considered. Controls or mitigation strategies could include:
 - a) reconfiguration of workplace design/layout;
 - b) use of Safewalk and Working Alone Security Notification System;
 - c) development of a safe work procedure;
 - d) a CPTED evaluation by Campus Security; and
 - e) training.

- 4.14** The report will be available to the Workers affected by the incident subject to applicable privacy laws.
- 4.15** A copy of the written report will be available for inspection by a provincial occupational health and safety officer if required.
- 4.16** If an allegation of Workplace Violence is substantiated:
- a) the offender may be subject to disciplinary action in accordance with University policy and any applicable collective agreement; and
 - b) remedial action may be undertaken to correct workplace deficiencies identified through the process.

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