



POLICY AND PROCEDURE STATEMENT

SUBJECT: Violence	CATEGORY: Health and Safety	NO. 604
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PREAMBLE

Promoting the development of a learning, work and living environment free of violence requires a commitment by all members of the Saskatchewan Polytechnic community. Expression of this commitment can take many forms including participation in training programs; assisting in the conduct of risk assessments designed to minimize violence; reporting violence in the manner prescribed in this policy; offering support to those who may be adversely impacted by violence; and taking reasonable precautions to ensure personal safety.

While no institution is immune to violence, Saskatchewan Polytechnic recognizes its legal and moral responsibility to provide a learning, work and living environment in which people can pursue their activities without fear. The purpose of this policy is to demonstrate Saskatchewan Polytechnic's commitment to the promotion of a learning, work and living environment free of violence, to minimizing the risk of violence within all of its programs, activities and facilities, and to meeting its legal obligations under Saskatchewan law.

All members of the Saskatchewan Polytechnic community have the right to make a complaint or enforce their rights under either this policy or Saskatchewan Polytechnic's Harassment Policy (601-G). A complaint being investigated under this policy will not be considered under the Harassment Policy and vice versa.

While the first goal of Saskatchewan Polytechnic is always to eliminate the risk of violence, this policy establishes procedures for dealing effectively with violence should it occur.

POLICY

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

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 1 of 20 #604
-------------------------------------	--------------------------------------	---	-----------------------------

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 Saskatchewan Polytechnic.

This policy applies to all members of the Saskatchewan Polytechnic community, including but not limited to: students, student groups, employees, volunteer staff and board members. This policy also applies to clients; visitors; business/training associates; employees of Saskatchewan Polytechnic's academic partners; anyone participating in a Saskatchewan Polytechnic-sponsored activity; any person carrying out duties or providing services within any of Saskatchewan Polytechnic's facilities or programs, including contractors and their employees while they are engaged in activities related to the completion of the terms of their contract with Saskatchewan Polytechnic; and to members of the general public while on or in Saskatchewan Polytechnic property or facilities.

This policy applies to the Saskatchewan Polytechnic learning, work and living environments. For the purposes of this policy, violence in the learning, work and living environments includes, but is not limited to, violence which occurs:

- at any campus or facility operated by Saskatchewan Polytechnic;
- at Saskatchewan Polytechnic-related functions including extra-curricular activities;
- in the course of learning- or work-related functions outside of Saskatchewan Polytechnic;
- at learning- or work-related conferences or training sessions;
- during learning- or work-related travel;
- through the use of the telephone, fax, computer or any similar communication device; or
- independent of Saskatchewan Polytechnic but which carries over or threatens to carry over to Saskatchewan Polytechnic facilities or activities (e.g. domestic violence).

Saskatchewan Polytechnic will immediately remove from its facilities, with the assistance of the local police service if necessary, any person whose continuing presence represents a credible threat to people or to Saskatchewan Polytechnic facilities. In the event an incident escalates into a crisis situation, further action will be guided by the Emergency Preparedness Guide (ref: mySaskPolytech).

No person, while on Saskatchewan Polytechnic facilities, shall store, carry or use a weapon. This policy does not apply to police officers, peace officers or licensed guards carrying issued weapons in the performance of their law enforcement or security duties. Also exempted are ceremonial knives carried or used to meet religious obligations when they have been rendered inoperable and 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. (For a definition of weapons, see the definitions section of this policy.) Other exemptions to this policy, as may be required for Saskatchewan Polytechnic-sanctioned events, activities or academic programs, may be authorized by the senior vice-president, academic.

No action shall be taken by Saskatchewan Polytechnic against a member of the Saskatchewan Polytechnic community in respect to or by reason of anything in good faith done, caused, permitted or authorized to be done, attempted to be done or omitted to be done pursuant to the carrying out or supposed carrying out of any duty or responsibility under this policy.

This policy is not intended to affect any other legal rights that a member of the Saskatchewan Polytechnic community or Saskatchewan Polytechnic itself may have related to violence, including recourse to the criminal justice system or civil litigation to recover damages.

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 2 of 20 #604
---------------------------------	----------------------------------	---	-------------------------

Any actions taken to enact this policy must comply with *The Local Authority Freedom of Information and Protection of Privacy Act* and accompanying Regulations.

DEFINITIONS

Harassment

Harassment is any incident or course of inappropriate conduct, comment, display, action or gesture by a person or group, whether based or not on the prohibited grounds under *The Saskatchewan Human Rights Code* of religion, creed, marital status, sex (including pregnancy), sexual orientation, disability, age, colour, ancestry, nationality, place of origin, race (or perceived race) or receipt of public assistance that is psychologically, physically or emotionally intimidating (including bullying and mobbing), hostile or offensive, and that the person or group knows or ought reasonably to know is unwelcome. This is in accordance with the *Saskatchewan Occupational Health and Safety Act*.

Harassment may be directed at an individual or a group.

Harassment does not include:

- (i) reasonable management functions such as work assignments and discipline;
- (ii) demands for academic excellence or a reasonable quality of work;
- (iii) reasonable learning or work performance evaluations.

For further information on harassment and discrimination see the Saskatchewan Polytechnic Harassment policy 601-G.

Safety Security Alert

A safety security alert is a communication from a campus manager, health, safety and security to those members of the Saskatchewan Polytechnic community whose personal safety might, in any way, be at risk due to an unresolved violent incident in the learning, work or living environment. For further information respecting the content and use of safety security alerts, see Appendix C of this policy.

Appropriate OOS Manager

The first line manager, director, associate vice-president, dean, vice-president or president that is out of scope.

Saskatchewan Polytechnic Facilities

Saskatchewan Polytechnic facilities include any building or structure leased, owned or under the control of Saskatchewan Polytechnic, and any grounds, parking lots or external spaces leased, owned or under the control of Saskatchewan Polytechnic.

Threat Assessment Team

The threat assessment team is a team coordinated by a campus manager, health, safety and security and comprised of individuals with the collective expertise to assess and investigate reports of violence and to recommend a response, to the out-of-scope manager of the division involved, that is proportionate to the risk of violence inherent in the circumstances. When performing its duties and functions under this policy, a threat assessment team is acting under the authority of this policy. For further information respecting the composition, authority and roles of a threat assessment team, see Appendix B of this policy.

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 3 of 20 #604
---------------------------------	----------------------------------	---	-------------------------

Violence

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 to any building or structure leased, owned or under the control of Saskatchewan Polytechnic.

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 Saskatchewan Polytechnic facilities;
- verbal or written assaults;
- stalking;
- intimidation;
- physical attacks or assaults
- sexual assaults and
- possession of a weapon

Warning Signs/Worrisome Behaviours

Warning signs/worrisome behaviours are known predictors of violence in post- secondary institutions.

Warning signs/worrisome behaviours include but are not limited to:

- personal websites or blogs which focus on weapons, death or violence;
- expressions of extreme anger towards self, students, employees or Saskatchewan Polytechnic;
- indications of hatred towards any particular group, for example towards women or ethnic groups, or based on sexual orientation or any other prohibited grounds under The Saskatchewan Human Rights Code;
- fascination with violence or weapons;
- approval of the use of violence to resolve conflict and identification with perpetrators of violence;
- statements indicating desperation to the point of suicide;
- statements expressing a strong sense of marginalization caused by others which may include elaborate plans for revenge;
- withdrawal and isolation from family and friends;
- drug or alcohol abuse;
- numerous conflicts with supervisors, other students or employees;
- themes of death, weapons or violence in conversation, artwork or writing;
- extreme changes in behaviour including absenteeism, mood swings, deterioration of personal hygiene and deteriorating performance; and
- evidence of family or other external violence which could find expression in Saskatchewan Polytechnic facilities.

While the presence of one of these signs or the display of one of these behaviours by itself may be of limited concern, the display of a cluster of these signs and behaviours must be taken seriously.

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 4 of 20 #604
---------------------------------	----------------------------------	---	-------------------------

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. Without restricting the generality of the foregoing, weapons include firearms, knives, dangerous substances, explosives and ammunition.

PROCEDURES

1.0 Violent Incidents

- 1.1 Violence resulting in injury or imminent threat of injury, violence involving the use of weapons or theft of property, violence resulting in damage or imminent damage to facilities, or violence otherwise requiring an immediate emergency response must be reported immediately to the local police service through 911.
- 1.2 All incidents of violence must be reported immediately to the campus manager, health, safety and security who will coordinate a response on behalf of Saskatchewan Polytechnic and who may take immediate steps required to restore order and ensure the safety and well-being of members of the Saskatchewan Polytechnic community and the security of Saskatchewan Polytechnic facilities, including but not limited to:
 - requesting the assistance of the local police service;
 - securing the safety of community members;
 - removing or having the police remove from Saskatchewan Polytechnic facilities any person whose continuing presence poses an ongoing, credible threat to people or facilities;
 - confirming the student or employment status of the parties involved in the violent incident;
 - suspending with pay, for a period not to exceed 48 hours, a Saskatchewan Polytechnic employee whose continuing presence poses an ongoing, credible threat to people or facilities (see Appendix A: 2. Threat Assessment Team);
 - suspending, for a period not to exceed 48 hours, a Saskatchewan Polytechnic student whose continuing presence poses an ongoing, credible threat to people or facilities (see Appendix A: 2. Threat Assessment Team)
 - imposing conditions or restrictions on an individual's use of Saskatchewan Polytechnic facilities and access to email;
 - imposing conditions or restrictions on an individual's participation in Saskatchewan Polytechnic activities or Saskatchewan Polytechnic-related functions;
 - filing a police report;
 - issuing a notice of trespass;
 - closing all or part of a campus;
 - ordering the cessation or curtailment of any Saskatchewan Polytechnic activity;
 - implementing lockdown procedures; and
 - arranging emergency support and care for anyone adversely impacted by violence.
- 1.3 The campus manager, health, safety, and security will inform the vice-president, administrative services of all reports of violence received and of any immediate steps which have been taken, and they will determine what, if any, additional resources will be made

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 5 of 20 #604
---------------------------------	----------------------------------	---	-------------------------

available to the campus to enable an effective response. The vice-president, administrative services may confirm, rescind or vary any immediate steps which have been taken.

- 1.4 In order to assess and secure the environment at the affected campus, the vice-president, administrative services, in consultation with the director, health, safety and security and the manager, health, safety and security , will determine whether the violent incident is likely to result in one or more of the following conditions:
 - 1.4.1 The required response is likely to exceed the general resource capabilities of the campus on which it occurred; and/or
 - 1.4.2 The incident itself or the required response is likely to materially affect the operations of the campus; and/or
 - 1.4.3 The incident itself or the required response is likely to impact the overall well-being or reputation of Saskatchewan Polytechnic.

Whenever it is determined that a violent incident is likely to result in one or more of these conditions the vice-president administrative services will immediately inform the Saskatchewan Polytechnic president & CEO who may:

- 1.4.4 Assume responsibility for directing the response to the violent incident through the campus manager, health, safety and security and the threat assessment team; or
 - 1.4.5 Confirm that the vice-president, administrative services will continue to direct the response to the violent incident through the campus manager, health, safety and security and the threat assessment team; or
 - 1.4.6 Assign responsibility for directing the response to the violent incident through the campus manager, health, safety and security and the threat assessment team to another member of the senior management council; or
 - 1.4.7 Appoint a member of senior management council to coordinate the threat assessment team in which case the campus manager, health, safety and security will remain a member of the team and will continue to remain responsible for liaison with the local police service and other emergency service providers.
- 1.5 After any imminent threat has been dealt with, the campus manager, health, safety and security will engage the appropriate OOS manager of the division affected. The appropriate OOS manager will determine if the report of violence can be resolved under other existing Saskatchewan Polytechnic policies or procedures.
 - 1.6 If it is determined by the appropriate OOS manager that the report of violence cannot be resolved through existing policies or procedures, the campus manager, health, safety and security will convene a threat assessment team to assess, investigate and manage the violent incident. An investigation report, which will address the current violent incident and provide suggestions to minimize the risk of future violence, will be provided to the appropriate OOS manager of the division involved and the appropriate member of senior management council as determined in procedure 1.4. The appropriate OOS manager of the division involved will determine if the threat/complaint of violence is substantiated in consultation with the threat assessment team report and any other relevant parties. Discipline will be administered in accordance with the disciplinary clauses of the various

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 6 of 20 #604
---------------------------------	----------------------------------	---	-------------------------

collective agreements, if applicable, and in the case of students, the Student Conduct policy. (See the Definitions section of this policy, Appendix A - Section 2.0, and Appendix B for further information related to threat assessment teams.)

- 1.7 In directing the threat assessment team, the campus manager, health, safety and security will:
 - 1.7.1 Inform the threat assessment team of any immediate steps taken;
 - 1.7.2 Inform the threat assessment team of any additional resources being made available to the campus or the team to enable an effective response;
 - 1.7.3 Coordinate and facilitate the work of the threat assessment team;
 - 1.7.4 Ensure safety security alerts are prepared and distributed as required;
 - 1.7.5 Take whatever steps may become necessary should the situation become urgent during the course of the threat assessment team's work.
 - 1.7.6 Ensure a copy of the threat assessment team report is provided to the associate vice-president, student services if a student is involved in a violent incident.

2.0 Steps to Minimize the Risk of Violence

As per requirements within the Occupational Health and Safety legislation, Saskatchewan Polytechnic will take reasonable steps to minimize the risk of violence at its facilities, including:

- 2.1 Risk assessments where violence has occurred or may reasonably be expected to occur;
- 2.2 Identification of any employee or student positions or activities where violent situations have occurred or may reasonably be expected to occur;
- 2.3 Implementation of engineering or architectural controls and devices including changes to landscaping;
- 2.4 Revision of work and administrative practices and procedures;
- 2.5 Provision and required use of personal protective equipment where prudent;
- 2.6 Access to information for employees and students whose positions or activities expose them to a risk of violence, including information respecting the means to recognize and defuse potential violence, appropriate responses to violence, how to obtain assistance and procedures for reporting violence;
- 2.7 Developing and regularly rehearsing lockdown procedures; and
- 2.8 Providing safety security alerts which inform the Saskatchewan Polytechnic community of violence-related unresolved incidents and outline precautionary measures to be taken to minimize risk. (See the definitions section of this policy and Appendix C for further information related to safety security alerts.)

3.0 Steps to Support Individuals Impacted by Violence

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 7 of 20 #604
---------------------------------	----------------------------------	---	-------------------------

Saskatchewan Polytechnic will take reasonable steps to support any member of the Saskatchewan Polytechnic community who is adversely impacted by violence on Saskatchewan Polytechnic facilities including:

- 3.1 Encouraging and assisting Saskatchewan Polytechnic community members to access appropriate medical treatment;
- 3.2 Encouraging and assisting Saskatchewan Polytechnic community members to access appropriate counselling or psychological services;
- 3.3 Providing employees with paid time off to consult with healthcare professionals;
- 3.4 Providing students with academic program modifications including deferral of exams, leaves of absence without academic penalty and alternative clinical, practicum or work experience placement;
- 3.5 Ensuring all required Workers' Compensation Board forms are completed and filed;
- 3.6 Reimbursing the costs of Saskatchewan Polytechnic-approved counselling or psychological services not covered by the Saskatchewan Polytechnic Employee and Family Assistance Program or available through counselling services available at all campuses through student development;
- 3.7 Providing enhanced security precautions including escort service, timetable and room changes, personal security devices and relocation of parking to a closer or monitored parking space;
- 3.8 Providing advice, counsel and support to members of the community whose participation is required during internal or external proceedings related to an incident of violence; and
- 3.9 Providing support to groups of community members who are dealing with traumatic stress in response to an incident of violence.

4.0 Warning Signs/Worrisome Behaviours

A number of warning signs/worrisome behaviours have been documented as precursors to violent acts committed at other post-secondary institutions. Members of the Saskatchewan Polytechnic community who demonstrate these warning signs/worrisome behaviours may be encouraged to seek assistance through the Saskatchewan Polytechnic Employee and Family Assistance Program or through counselling services available at all campuses through student development. A threat assessment team will determine the presence or absence of these warning signs/worrisome behaviours when assessing the risk of further violence in a violent incident. (See the definitions section of this policy for further information related to warning signs/worrisome behaviours.)

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 8 of 20 #604
---------------------------------	----------------------------------	---	-------------------------

APPENDIX A RESPONSIBILITIES

While this policy recognizes that all members of the Saskatchewan Polytechnic community share responsibility for promoting the development of a learning, work and living environment free of violence, it is imperative that accountability for the accomplishment of certain key responsibilities be assigned.

1. Responsibilities of the Campus Manager, Health, Safety and Security

The campus manager, health, safety and security is responsible for ensuring a campus is prepared to respond effectively to reports of violence and for coordinating the response to reports of violence received by his or her office under the authority of this policy. In any circumstance where the campus manager, health, safety and security is absent or unable to perform his or her duties under this policy, those duties will be assumed by a designate as determined by the director health, safety and security (normally the human resource consultant on the campus). In all circumstances, the campus manager, health, safety and security office should be contacted to determine who will be performing such duties.

In practice, these responsibilities include:

- 1.1 Liaising with the local police service in a manner which reflects the joint responsibility of Saskatchewan Polytechnic and the police service for the safety and well-being of members of the Saskatchewan Polytechnic community and which ensures a coordinated and effective response from the police service and other emergency response services when necessary.
- 1.2 Establishing effective lock-down procedures for a campus.
- 1.3 Ensuring the lock down procedures are widely-known and regularly rehearsed on the campus.
- 1.4 Forming a threat assessment team at their campus and/or location(s).
- 1.5 Ensuring the members of the threat assessment team receive appropriate training and orientation.
- 1.6 Coordinating the work of the threat assessment team.
- 1.7 Taking, in response to a report of violence and on behalf of the Saskatchewan Polytechnic president & CEO, any immediate steps required to restore order and ensure the safety and well-being of members of the Saskatchewan Polytechnic community and the security of Saskatchewan Polytechnic facilities, as outlined in Procedures 1.0.

2. Responsibilities of the Threat Assessment Team

The threat assessment team is responsible for assessing and investigating reports of violence and providing an investigation report, which will address the current violent incident and provide suggestions to minimize the risk of future violence, to the appropriate OOS manager of the division involved and the appropriate member of senior management council as determined in procedure 1.0.

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 9 of 20 #604
---------------------------------	----------------------------------	---	-------------------------

In practice, these responsibilities include:

- 2.1. Reviewing a report of violence and the violent incident report completed by the campus manager, health, safety and security;
- 2.2. Reviewing any immediate steps taken by the campus manager, health, safety and security as determined in Procedure 1.0;
- 2.3. Recommending any further steps which, in the view of the team, are required to restore order and ensure the safety and well-being of community members;
- 2.4. Determining what facts are known, what information is still needed, and how such information may be obtained;
- 2.5. Determining the presence or absence of warning signs/worrisome behaviours when assessing the risk of further violence;
- 2.6. Ensuring continuing coordination and communication with the local police service;
- 2.7. Starting a case log detailing facts, including any evidence of past violent behaviour, and recording all decisions;
- 2.8. Determining whether any further special expertise is required;
- 2.9. Recommending, if necessary, that student and employee suspensions imposed by the campus manager, health, safety and security and confirmed by the vice-president, administrative services be extended beyond 48 hours to allow the team to complete its work;
- 2.10. Managing internal communication as necessary so as to ensure the Saskatchewan Polytechnic community at large, the campus and/or those directly impacted are given appropriate information about what has happened, the actions being taken and how to access help if they have been impacted by the violence;
- 2.11. Ensuring all required Workers' Compensation Board forms are completed and filed;
- 2.12. Ensuring those adversely impacted by the violence continue to receive necessary support, care and follow-up;
- 2.13. Providing recommendations to the vice-president, administrative services or the appropriate member of senior management council as determined in Procedure 1.0 respecting actions required to eliminate the risk of further violence in the immediate circumstances;
- 2.14. Providing an investigation report to the appropriate OOS manager and the appropriate member of senior management council as determined in Procedure 1.0.; and,
- 2.15. Providing recommendations to the vice-president, administrative services based on lessons learned respecting actions which could be taken to minimize the risk of future violence.

3. Responsibilities of the Provost & Vice-President, Academic

The provost & vice-president, academic may authorize the storage, carrying or use of firearms, ammunition and knives on Saskatchewan Polytechnic facilities beyond those weapons exempted in this policy. The provost & vice-president, academic may only authorize the storage, carrying or use of such weapons on Saskatchewan Polytechnic facilities required for Saskatchewan Polytechnic-sanctioned events, activities or academic programs.

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 10 of 20 #604
---------------------------------	----------------------------------	---	--------------------------

- 3.1 In the performance of this responsibility, the provost & vice-president, academic will ensure requests to carry, store or use such weapons:
- a) are made in writing;
 - b) include copies of proof of ownership, registration and other permits or documents as may be required by law;
 - c) include a statement of the purpose of the authorization and the use to which such weapons will be put;
 - d) provide information as to when and where such weapons will be used;
 - e) provide information as to how long such weapons will be carried or stored on Saskatchewan Polytechnic facilities;
 - f) provide information as to how such weapons will be safely stored when not in use; and,
 - g) provide evidence as to the experience and expertise of those requesting the authorization.
- 3.2 When authorizing the storage, carrying or use of such weapons on Saskatchewan Polytechnic facilities the provost & vice-president, academic will set out in writing:
- a) an exact description of such weapons authorized;
 - b) the purpose for which such weapons are authorized;
 - c) the names of the individuals who are authorized to store, carry or use such weapons;
 - d) the length of time such weapons may be stored, carried or used on Saskatchewan Polytechnic facilities;
 - e) the provisions for the safe storage of such weapons when not in use, including any provisions required in law;
 - f) the manner in which the use of such weapons is to be logged, and;
 - g) any conditions on the authorization which he or she determines are appropriate in the circumstances.
- 3.3 Copies of the written authorization will be provided to the relevant campus manager, health, safety and security, managers, program heads, directors, deans and senior administrators.
- 3.4 The decision of the provost & vice-president, academic to grant or withhold an authorization to store, carry or use such weapons on Saskatchewan Polytechnic facilities is final.

4. Responsibilities of the Associate Vice-President, Human Resources

The associate vice-president, human resources is responsible for ensuring access to the expertise, services and information required to minimize the risk of violence to employees, and for ensuring the occupational health and safety committee is consulted appropriately on matters related to violence.

In practice, these responsibilities include:

- 4.1 Providing program heads, managers, directors, associate deans, deans and senior administrators with access to the expertise required to conduct risk assessments.
- 4.2 Providing program heads, managers, directors, associate deans, deans and senior administrators with access to the expertise required to minimize the risk of violence to

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 11 of 20 #604
---------------------------------	----------------------------------	---	--------------------------

students and employees who are working in positions or engaged in activities where they may reasonably be exposed to violence.

- 4.3 Ensuring employees may access information respecting violence including, but not limited to:
- a) the provisions of this policy;
 - b) the means to recognize and defuse potentially violent situations;
 - c) the means to minimize or reduce the risk of violence;
 - d) engineering controls, personal or work practices, administrative arrangements, and personal protective equipment that have been developed to minimize the risk of violence;
 - e) appropriate responses of employees to incidents of violence, including how to obtain assistance;
 - f) procedures for reporting violent incidents; and,
 - g) enhancing personal safety.

Information may be provided through Saskatchewan Polytechnic publications, employee handbooks, new employee orientation sessions, website materials and other electronic learning opportunities, in-person training sessions and print materials distributed and available through Human Resources.

- 4.4 Ensuring the occupational health and safety committee is consulted regularly respecting violence.

5. Responsibilities of the Associate Vice-President, Student Services

The associate vice-president, student services is responsible for ensuring access to the information required to minimize the risk of violence to students, and for ensuring this policy and any revisions to it minimize the risk of violence to students.

In practice, these responsibilities include:

- 5.1 Ensuring the violence policy is readily available to students.
- 5.2 Ensuring students may access information respecting violence including, but not limited to:
- a) the provisions of this policy;
 - b) the means to recognize and defuse potentially violent situations;
 - c) the appropriate responses of students to incidents of violence including how to obtain assistance;
 - d) procedures for reporting violent incidents; and,
 - e) enhancing personal safety.

Information may be provided through Saskatchewan Polytechnic publications including student handbooks and calendars, new student orientations, website materials, in-person training sessions and print materials distributed and available through counselling services available at all campuses through student development.

- 5.3 Reviewing all threat assessment team reports on violent incidents involving students.

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 12 of 20 #604
---------------------------------	----------------------------------	---	--------------------------

- 5.4 Consulting as necessary with the associate vice-president, human resources to ensure this policy is revised, where necessary, to further minimize the risk of violence to students.

6. Responsibilities of Out-of-Scope Managers

Within their portfolios, OOS managers bear an increased responsibility for promoting a learning, work and living environment free of violence, for minimizing or eliminating the risk of violence wherever possible and for ensuring violence is responded to effectively.

In practice, this responsibility includes:

- 6.1 Determining if reports of violence within their portfolio can be managed through existing policies and procedures or if a threat assessment is required as determined in Procedure 1.0.
- 6.2 Evaluating the investigation report of the threat assessment team and implementing any determined actions.
- 6.3 Informing themselves, and students and employees within their portfolio, of the provisions of this policy and procedures and generally promoting the development of a learning, work and living environment free from violence.
- 6.4 Identifying within their portfolio any facility where violence has occurred or may reasonably be expected to occur, ensuring a timely risk assessment is conducted in any such facility and ensuring steps are taken consistent with the requirements of this policy to minimize any risk of violence identified by the risk assessment.
- 6.5 Identifying any student or employee positions or activities within their portfolio that have been or may reasonably be expected to be exposed to violence and ensuring steps are taken consistent with the requirements of this policy to minimize the risk of violence.
- 6.6 Ensuring violence within their portfolio is reported in a timely manner to the campus manager, health, safety and security and, when necessary, the local police service.
- 6.7 Facilitating and participating in the efforts of the campus manager, health, safety and security and the threat assessment team as they assess, investigate and manage reports of violence which occur within their portfolio.
- 6.8 Promoting the development of a learning, work and living environment free of violence within their portfolio and facilitating access to information for employees and students respecting violence.
- 6.9 Ensuring that the steps in Procedure 3.0 are followed to support any member of the Saskatchewan Polytechnic community within their portfolio who is adversely impacted by violence in Saskatchewan Polytechnic facilities.

7. Responsibilities of Program Heads, Supervisors, and Senior Administrators

Within their portfolios, program heads, supervisors, and senior administrators bear an increased responsibility for promoting a learning, work and living environment free of violence, for minimizing or eliminating the risk of violence wherever possible and for ensuring violence is responded to effectively.

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 13 of 20 #604
---------------------------------	----------------------------------	---	--------------------------

In practice, this responsibility includes:

- 7.1 Informing themselves, and students and employees within their portfolio, of the provisions of this policy and procedures and generally promoting the development of a learning, work and living environment free from violence.
- 7.2 Identifying within their portfolio any facility where violence has occurred or may reasonably be expected to occur, ensuring a timely risk assessment is conducted in any such facility and ensuring steps are taken consistent with the requirements of this policy to minimize any risk of violence identified by the risk assessment.
- 7.3 Identifying any student or employee positions or activities within their portfolio that have been or may reasonably be expected to be exposed to violence and ensuring steps are taken consistent with the requirements of this policy to minimize the risk of violence.
- 7.4 Ensuring violence within their portfolio is reported in a timely manner to the campus manager, health, safety and security and, when necessary, the local police service.
- 7.5 Facilitating the efforts and decisions of the campus manager, health, safety and security and the threat assessment team as they assess, investigate and manage reports of violence which occur within their portfolio.
- 7.6 Promoting the development of a learning, work and living environment free of violence within their portfolio and facilitating access to information for employees and students respecting violence.

8. Responsibilities of the Occupational Health and Safety Committee

The occupational health and safety committee is integral to Saskatchewan Polytechnic's efforts to promote the development of a work environment free of violence and to minimize the risk of violence for employees.

In practice, the responsibilities of the committee include:

- 8.1 Assisting in the identification of Saskatchewan Polytechnic facilities where violence has occurred or may reasonably be expected to occur.
- 8.2 Assisting in the identification of any employee positions or activities that have been or may reasonably be expected to be exposed to violence.
- 8.3 Consulting with the associate vice-president, human resources or delegate to ensure risk assessments are conducted in Saskatchewan Polytechnic facilities.
- 8.4 Consulting with the associate vice-president, human resources or delegate to ensure the risk of violence is minimized through training and revisions to work and administrative procedures for employee positions or activities.
- 8.5 Consulting with the associate vice-president, human resources or delegate in the regular review and revision of this policy.

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 14 of 20 #604
---------------------------------	----------------------------------	---	--------------------------

9. Responsibilities of Students and Employees

All members of the Saskatchewan Polytechnic community, including students and employees, must play a role in the promotion of a learning, work and living environment free of violence.

The responsibilities of students and employees include:

- 9.1 Familiarizing themselves with this policy and its procedures.
- 9.2 Familiarizing themselves with the locations of safety security alerts and checking for alerts regularly.
- 9.3 Promptly reporting violence to the campus manager, health, safety and security or to another responsible Saskatchewan Polytechnic official such as their instructor or supervisor.
- 9.4 Taking reasonable precautions to protect themselves and others from violence, including violence which occurs independently of Saskatchewan Polytechnic but which threatens to carry over to Saskatchewan Polytechnic facilities or activities (e.g. domestic violence).

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 15 of 20 #604
---------------------------------	----------------------------------	---	--------------------------

APPENDIX B

THREAT ASSESSMENT TEAMS – COMPOSITION, AUTHORITY AND ROLES

1.0 Composition

- 1.1 A threat assessment team will be formed at each campus and/or location by the campus manager, health, safety and security.
- 1.2 A threat assessment team is composed of individuals selected to be on call for this purpose.
- 1.3 A threat assessment team will consist of:
 - a) the campus manager, health, safety and security, as coordinator;
 - b) the campus-based human resource consultant and the out-of-scope manager or designate (for incidents involving employees);
 - c) the campus-based student development program head (for incidents involving students); and/or
 - d) a psychologist trained in dealing with violence and threats.
- 1.4 The resources of the team may be augmented as required, depending on the case at hand. Additional resources may include:
 - a) an individual with communications expertise;
 - b) a registered nurse from Health Services;
 - c) a representative of Aboriginal services;
 - d) a representative of the students' association;
 - e) a dean, associate dean, program head or director with authority for the unit where violence has occurred;
 - f) a representative of the local police service;
 - g) a marketing and communications representative;
 - h) a representative of the union; and/or
 - i) an individual with first-hand knowledge of a person who may have committed an act of violence, including a family member, student or employee.
- 1.5 Individuals from the list in 1.4 above may be appointed as team members or advisors to the team.
- 1.6 The vice-president, administrative services, the Saskatchewan Polytechnic president & CEO or any other member of senior management council appointed to direct the response to a violent incident may, in consultation with the director, health, safety and security, provide additional expertise in the form of team members or advisors to a threat assessment team responding to a violent incident which exceeds the general resource capabilities of the campus and/or which is likely to impact the overall well-being or reputation of Saskatchewan Polytechnic.

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 16 of 20 #604
---------------------------------	----------------------------------	---	--------------------------

- 1.7 The Saskatchewan Polytechnic president & CEO may, in consultation with the director, health, safety and security, appoint a member of the Saskatchewan Polytechnic senior management council to coordinate a threat assessment team responding to a violent incident in which the required response is likely to exceed the general resource capabilities of the campus on which it occurred and/or the violent incident itself or the required response is likely to materially affect the operations of the campus and/or the incident itself or the required response is likely to impact on the overall well-being or reputation of Saskatchewan Polytechnic.
- 1.8 In any instance in which the Saskatchewan Polytechnic president & CEO appoints a member of the Saskatchewan Polytechnic senior management council to coordinate a threat assessment team, the campus manager, health, safety and security will remain a member of the team and, amongst other things, will continue to remain responsible for liaison with the local police service and other emergency service providers.
- 1.9 Individuals who are requested to participate as members of or advisors to a threat assessment team will accord the request the highest priority.

2.0 Authority

- 2.1 A threat assessment team acts under the authority of this policy in the performance of its responsibilities.
- 2.2 A threat assessment team may request information relevant to the violent incident which is contained in any records in the control of Saskatchewan Polytechnic including student and employee records, excepting only those records which Saskatchewan Polytechnic has deemed to be confidential and privileged.
- 2.3 A threat assessment team may conduct any interviews with members of the Saskatchewan Polytechnic community as may be required to investigate and assess a report of violence.
- 2.4 Any records created by the threat assessment team under this policy will be deemed to be confidential and privileged documents and shall not be disclosed or released other than at Saskatchewan Polytechnic's discretion or as required by law.

3.0 Roles

- 3.1 The role of a threat assessment team is to assess and investigate reports of violence and provide an investigation report for Saskatchewan Polytechnic which will address the current violent incident and provide recommendations to minimize the risk of future violence.
- 3.2 The role of the campus manager, health, safety and security is to organize and facilitate actions, including:
 - a) ensuring members of the threat assessment team receive appropriate training and orientation;
 - b) promoting a climate of mutual support amongst team members;
 - c) bringing together an appropriate team given the specifics of the report of violence;
 - d) chairing meetings of the team;

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 17 of 20 #604
---------------------------------	----------------------------------	---	--------------------------

- e) facilitating the reaching of consensus among team members whenever possible;
- f) obtaining expert advice for the team as required;
- g) managing internal communications on behalf of the team;
- h) ensuring follow-up of decisions made by the team;
- i) maintaining case records; and
- j) convening debriefing sessions at the conclusion of each case to identify lessons learned and ensure team members receive any help they require to handle the stress or emotional impact brought about by the case.

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 18 of 20 #604
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APPENDIX C

SAFETY SECURITY ALERTS

1.0 Content

A safety security alert will include the following information:

- 1.1 The nature and extent of the risk of violence;
- 1.2 Precautionary measures which are advised to minimize the risk of violence;
- 1.3 Any other information which will assist community members to ensure their safety; and,
- 1.4 Any services available to community members to assist them in ensuring their safety.

2.0 Timeliness

Safety security alerts will be communicated in a timely fashion.

Campus manager, health, safety and security will communicate a safety security alert within 24 hours when an unresolved incident involves:

- 2.1 Sexual assault; or,
- 2.2 Physical assault.

3.0 Access

Director, health, safety and security will determine the most effective medium for communicating safety security alerts directed at the campus and publicize this medium widely. Community members are responsible for accessing this medium on a regular basis to ensure their personal safety.

- 3.1 If a threat of violence is person(s) specific, the campus manager, health, safety and security will inform the threatened person(s) directly and ensure reasonable precautions are taken to protect that person(s).
- 3.2 If a threat of violence is program or service specific, the campus manager, health, safety and security will inform the program head, manager, director, dean or senior administrator responsible for the program or service and consult with that individual respecting the most effective means to communicate the threat to those working or studying in the program or service.

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 19 of 20 #604
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APPENDIX D

VIOLENT INCIDENT REPORTING FORM

Violent Incident Report

Date of Incident:

Date of Report:

Time of Incident:

Location:

Description of Event:

Parties Involved:

Witnesses:

Action Taken:

Did injuries result from incident? Yes _____ No _____

Describe the injury:

Was medical treatment required? Yes _____ No _____

Were the necessary WCB forms completed? Yes _____ No _____

Action taken regarding the incident:

Were the Police contacted? Yes _____ No _____

[Copies of this report are to be filed with the campus manager, health, safety and security and the occupational health and safety committee. Appropriate managers and deans will also receive a copy. This information will not be distributed indiscriminately, but employees and students have the right to be provided with appropriate information if there appears to be an ongoing risk.]

Approved by: President & CEO	Sponsored by: Human Resources	Current Issue Date: November 4, 2013	Page 20 of 20 #604
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