



## POLICY STATEMENT

Policy Name	<b>Violence Prevention and Response</b>		
Policy #	<b>604</b>	Category	<b>Health, Safety &amp; Security</b>
Policy Sponsor	<b>Associate Vice President, Human Resources</b>	Previous Revision Date	<b>November 4, 2013</b>
Policy Approved by	<b>President &amp; CEO</b>	Issue or Revision Date	<b>January 10, 2023</b>
Procedures Approved by	<b>CFO &amp; Vice President, Administrative Services</b>	Review Date	<b>January 2028</b>

See the related [PROCEDURES](#).

### PURPOSE

The purpose of this policy is to demonstrate Saskatchewan Polytechnic's commitment to the promotion of a learning, working, and living environment free of violence, to minimizing the risk of violence within all programs, activities, and facilities, and to meeting its legal obligations under Saskatchewan law.

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

### SCOPE

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 is intended to complement and be read in conjunction with other Saskatchewan Polytechnic safety policies and standards including, but not limited to, the related policies/documents identified in this policy.

### GUIDING PRINCIPLES

While no institution is immune to violence, Saskatchewan Polytechnic recognizes its legal and moral responsibility to provide a learning, working, and living environment in which people can pursue their activities without fear.

Promoting the development of a learning, working, 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 the procedures, offering support to those who may be adversely impacted by violence, and taking reasonable precautions to ensure personal safety.

## **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.

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.

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. A complaint being investigated under this policy will not be considered under the Harassment Policy concurrently and vice versa. The associate vice president, human resources will decide the procedure to be followed if a situation could engage both policies.

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

- at any Saskatchewan Polytechnic facility
- at Saskatchewan Polytechnic-related functions including extracurricular 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
- using the telephone, computer, any communication device, or social media
- 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, further action will be guided by the Emergency Response Plan.

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.
- 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 Saskatchewan Polytechnic-sanctioned events, activities, or academic programs, may be authorized by the provost and vice president, academic or designate.

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.

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

### Appropriate OOS Manager

An employee's immediate out-of-scope manager/supervisor.

### Harassment

Harassment is defined in *The Saskatchewan Employment Act* and this policy as:

1. any inappropriate conduct, comment, display, action, or gesture by a person:
  - (A) that either:
    - (I) is based on any prohibited ground as defined in The Saskatchewan Human Rights Code, including: religion, creed, marital status, family status, sex, sexual orientation, disability, age, colour, ancestry, nationality, place of origin, race or perceived race, receipt of public assistance and gender identity, or on physical size or weight; or
    - (II) adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and
  - (B) that constitutes a threat to the health or safety of the worker; or
2. any conduct, comment, display, action or gesture by a person towards a worker that:
  - (A) is of a sexual nature; and
  - (B) the person knows or ought reasonably to know is unwelcome.

Harassment involves repeated conduct, comments, displays, actions or gestures, or a single, serious occurrence of conduct, or a single, serious comment, display, action or gesture, that has a lasting, harmful effect on the individual.

Harassment can involve words, actions, or pictures such as:

- derogatory jokes, comments, or teasing,
- insults, taunting or slurs about race, colour, disability, sex, or sexual orientation,
- verbal abuse such as continued name calling, swearing, or yelling,
- display or circulation of derogatory materials, pictures, or objects that demean the recipient,
- verbal or physical intimidation or threats,
- practical jokes causing awkwardness or embarrassment.

Harassment includes sexual harassment. Unwelcome conduct of a sexual nature constitutes sexual harassment when:

- submission to, or rejection of, such conduct is implicitly or explicitly made a term or condition of an individual's employment or academic status, or
- such conduct is used as a basis for making decisions relating to an individual's employment or academic status or welfare as an employee or student, or
- unwanted, sexually oriented remarks, behaviours or communications create a hostile, intimidating environment for working or learning.

Harassment **does not** include any reasonable action that is taken by an instructor, manager or supervisor, relating to the management and direction of students or employees or affecting campus safety and security.

For further information on harassment, see the Saskatchewan Polytechnic Harassment policy 601.

### **Security Alert**

A security alert is a communication from a campus safety and security (CS&S) manager 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 security alerts, see Appendix A of this policy.

### **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.

### **Sexual violence:**

Any violence, physical or psychological, carried out through sexual means or by targeting sexuality. This violence takes different forms including sexual abuse and sexual assault.

\*Note: complaints of sexual violence or sexual assault should be reported as per Saskatchewan Polytechnic Sexual Assault and Sexual Violence 605.

### **Threat Assessment Team**

The threat assessment team is a team coordinated by the CS&S manager or their designate and is comprised of individuals with the collective expertise to assess and investigate reports of violence and to recommend a response to the emergency response team (ERT) 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.

### **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
- stalking
- intimidation
- physical assaults
- sexual assaults
- 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:

- expressions of extreme anger towards self, students, employees, or Saskatchewan Polytechnic

- indications of hatred towards any group or any prohibited grounds under *The Saskatchewan Human Rights Code*
- fascination with violence or weapons
- personal websites or blogs which focus on weapons, death, or violence
- approval of the use of violence to resolve conflict and identification with perpetrators of violence.
- statements indicating desperation, self-harm, suicide ideation and/or harm to others
- 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
- 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.

### **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.

### **RELATED POLICIES/DOCUMENTS**

Appropriate Use of Information Technology Services 801  
 Code of Conduct 703  
 Emergency Response Plan  
 Harassment 601  
 Health and Safety 602  
 Sexual Assault and Sexual Violence 605  
 Student Code of Conduct (Non-Academic) 1211b

### **APPLICABLE LEGISLATION OR REGULATIONS**

*The Local Authority Freedom of Information and Protection of Privacy Act*  
*The Saskatchewan Employment Act*  
*The Saskatchewan Human Rights Code*