

Workplace Violence Policy

Date Established 2008
Date Revised: March 2025

POLICY STATEMENT

Trillium College is committed to building and preserving a safe, productive and healthy working environment for its employees, clients and visitors and, as such, treats any act of violence, abuse and/or harassment as a very serious matter. In pursuit of this goal, Trillium College does not condone and will not tolerate acts of violence, abuse or harassment against or by any Trillium College employee.

Trillium College firmly believes that by working together with our employees, the risk of workplace violence can be minimized

TARGET AUDIENCE

All Trillium College Community Members.

DEFINITIONS

Workplace violence means:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

HOW THE POLICY IS APPLIED

Trillium College has a **zero-tolerance** policy for work-place violence. Trillium will not tolerate, ignore, or condone any form of threat of violence or act of physical violence and is committed to promoting appropriate standards of conduct at all times. In any event, Trillium shall protect the integrity and safety of students and staff or anyone else within Trillium's community who feels they have been threatened or experienced workplace violence.

If a physical assault takes place at a campus, the campus must immediately call 911 and report the incident.

Steps to report an incident internally:

1. If an employee or student feels that they have been a victim of Workplace Violence it should be reported immediately to a supervisor.
2. The supervisor will conduct an interview with the person who reported the incident. All details should be taken. These include but are not limited to: date and time of the incident, the location,

the name of the person accused of the act and a detailed narrative of what took place including any potential witnesses.

3. The supervisor will then send the report to the Director, People & Policy for review.
4. The Director will then commence an investigation including speaking to all persons involved.
5. They will determine the outcome, based on discussions and evidence. A written response with a decision will be sent to the accuser, the accused and the supervisor who initiated the report.
6. All parties have 5 days to submit an appeal to the President if they choose. All appeals should be mailed within 5 days to PO Box 360, Port Perry Ontario L9L1B7. Alternatively, the individual may submit the appeal to any campus, who will forward the appeal to the President electronically.

Communication: Trillium College will provide staff with information and instruction that is appropriate for on the contents of the workplace policy and program. Trillium College Managers will provide information to staff about a risk of workplace violence from a person with a history of violent behaviour if the specific staff member can expect to encounter that person in the course of work, and if the staff member may be at risk of physical injury. Personal information may be disclosed, but only what is reasonably necessary to protect the staff member from physical injury.

Domestic Violence Employers who are aware, or ought reasonably to be aware, that domestic violence may occur in the workplace must take every precaution reasonable in the circumstances to protect a worker at risk of physical injury.

May Result in Dismissal or Expulsion: all employees at Trillium are responsible for respecting the dignity and rights of their co-workers and the students whom they educate. Students are in turn are responsible for respecting the dignity and rights of their fellow students as well as any Trillium College employee. Workplace Violence is a serious forms of employee or student misconduct. If proven these actions will result in immediate expulsion of a student or dismissal of a staff member.

Trillium College maintains a zero-tolerance policy regarding false allegations.

Any individual proven to have made a false allegation will face immediate consequences, including dismissal from the College for students or termination of employment for staff members.

Work Refusal Workers have the right to refuse work if they have a reason to believe they are in danger from workplace violence. For certain workers who protect public safety, this right is limited.

ROLES AND RESPONSIBILITIES

Policy Holder: Director, People & Policy

Policy Administrator: Director, Operations & Student Experience

Supporting Documents, Related Policies

- Student Handbook
- Sexual Violence and Misconduct Policy
- Human Rights & Anti-Bullying Policy

