


Administrative Procedure Violence Free Workplace	
	Department: Corporate Services
	Approved by: Leadership Council
	Date Approved: January 27, 2025
	Revision Date(s):
	Review Date:
	External References <ul style="list-style-type: none"> • <i>The Education Act, 1995</i> • <i>The Saskatchewan Human Rights Code, 2018</i> • <i>The Saskatchewan Employment Act and The Occupational Health and Safety Regulations, 2020</i>
Internal References <ul style="list-style-type: none"> • Violent Incident Report Form • Sask DLC AP – Respectful Workplace and Anti-Harassment Policy 	

Purpose

- This administrative procedure establishes a safe and respectful working environment by preventing, identifying and addressing incidents of workplace violence at Saskatchewan Distance Learning Centre (Sask DLC).

Scope

- This administrative procedure applies to all employees, students, volunteers, contractors, visitors and other stakeholders interacting with Sask DLC, whether in-person or virtually. It covers all work-related activities including those that occur off-site during meetings, conferences or field assignments.

Policy Statement

- Sask DLC is committed to providing a respectful workplace and the expectation is that all management and employees will create and maintain a work environment that is violence free and respectful of all persons in it.
- Sask DLC recognizes that its employees may, in certain circumstances, be at risk of acts of violence by fellow employees, students, parents/guardians of students or members of the public. Sask DLC is committed to making every reasonable effort to identify the possible sources of violence to minimize and/or prevent these risks.

Procedures:

1. Risk Identification

- a) Sask DLC recognizes that certain work sites and positions are more susceptible to experiencing violence than others. Employees working in the following circumstances may face a greater risk of exposure to violent incidents:
 - i. Sask DLC employees working with students who exhibit current and intensive aggressive behaviours;
 - ii. Sask DLC employees working with students who have medical conditions or psychological disorders that increase the likelihood of current and intense aggression;
 - iii. social workers;
 - iv. educational assistants;
 - v. online learning facilitators;
 - vi. campus-based employees who provide services to a student whose parent or guardian has a history of violence or who has previously threatened campus staff; and,
 - vii. campus principals and vice principals.

2. Notification

- a) Sask DLC employees working directly with students, who demonstrate current and intensive aggression or; have medical conditions or psychological disorders which increase the probability of demonstrating current and intense aggression, shall be apprised by the campus principal/manager of the nature and history of the violent behaviour prior to the employee's initial contact with the student and receive further training as relevant.
- b) Except when the disclosure is prohibited by law, all available information shall be provided related to the risk of current and intense aggression from those students or from others who have a history of violent behaviour and whom employees are likely to encounter in the course of their work.

3. Reporting and Investigating Incidents of Workplace Violence

- a) By an employee against another employee
 - i. all incidents of violence by an employee against another employee must be immediately reported to the supervisor unless the incident relates to that person (supervisor), in which case the person to whom the supervisor reports must be notified;
 - ii. the supervisor must investigate the incident and, where appropriate, consult with law enforcement authorities;
 - iii. the supervisor must notify Human Resources and the Superintendent/Vice President responsible for that department area; and,
 - iv. the employee must complete the Incident Report Form. The completed Incident Report Form must be submitted to Human Resources as promptly as possible following the incident and the supervisor must record any steps taken to prevent a recurrence.

- b) By a student against an employee
 - i. all incidents of violence by a student against an employee must be immediately reported to the campus principal and the school principal responsible for that location;
 - ii. the supervisor must investigate the incident and, where appropriate, consult with law enforcement authorities;
 - iii. the supervisor must notify Human Resources and the Superintendent/Vice President responsible for that department area; and,
 - iv. the employee must complete the Incident Report Form. The completed Incident Report Form must be submitted to Human Resources as promptly as possible following the incident.
- c) Perceived Safety Threat:
 - i. if an employee believes that a student, fellow employee or visitor to a campus or work site represents a danger to staff or the overall safety of the campus or work site, the employee must immediately notify an administrator or supervisor in that location;
 - ii. if such a danger occur after hours, the employee should notify their supervisor as soon as possible and, if applicable, the campus principal as soon as practicable; and,
 - iii. incidents of violent behavior occurring on weekends or evenings could also include notification to the police.
- d) Investigation of Employee-Related Violence:
 - i. reported cases of violence committed by employees shall be investigated by the Director of Human Resources, or designate, in keeping with due process and the rights of the parties involved/affected.
 - ii. either one of the employees may be removed from the workplace on a temporary basis while the incident is being investigated.

4. Support for Employees Who are Victims of Violence

- a) Any employee who has been a victim of violence resulting in any physical injury will be given the opportunity, without loss of pay, to seek medical treatment. As well, post-incident counselling through [Sask DLC's Employee Assistance Program](#) will be made available to the employee.
- b) Employees seeking medical assistance or missing work as a result of a violent incident at work must fill out a report of injury with the Workers' Compensation Board.

5. Parallel Investigation:

- a) In cases where an external investigation is also involved, Sask DLC will continue its own investigation and co-operate with external authorities where required.

6. Investigation Process.

- a) The process for investigation of an incident of violence is as follows:
 - i. Receipt of Report of Incident:
 - a. receive Incident Report Form;

- b. interview victim of incident reported;
 - c. if necessary, interview others who may have witnessed the incident; and,
 - d. make a decision to proceed (if not proceeding, a report will be prepared).
 - ii. Investigation of Incident:
 - a. advise and interview the alleged offender (if an employee);
 - b. interview, if necessary, other individuals; and,
 - c. review files to determine if the alleged offender has been involved in any previous incidents of violence or other related behavior.
 - iii. Conclusion of Investigation:
 - a. prepare a report indicating either: the action and follow up necessary; or the fact that no further follow up is necessary.

7. Action on Conclusion of Investigation

- a) If the act of violence is found to have been committed by an employee, a letter will be placed by Human Resources in the offender's file with details of the discipline imposed.
- b) If the act of violence has been committed by a student, appropriate disciplinary action will be taken in accordance with Sask DLC's Student Code of Conduct and *The Education Act, 1995*.
- c) If the act of violence has been committed by a parent or guardian of a student, Sask DLC will take actions necessary to minimize the risk of another incident. This may include restricting the access of that parent or guardian to Sask DLC property.
- d) Sask DLC may report the incident to the police.

8. Support during the Investigation Process

- a) At any step of the investigative process, the victim or the alleged offender (if an employee) may choose to be accompanied by a friend, union representative or association representative.
- b) Employees who require counselling are encouraged to contact the Employee Assistance Program. For more information please refer to this [brochure](#).

9. Employee Discipline

- a) Following an investigation, appropriate discipline, if warranted, shall be applied in keeping with natural justice and due process. Such discipline may include verbal warning, written reprimand, transfer, suspension, and/or dismissal. The procedure for imposition of discipline shall be consistent with the provisions of any applicable collective agreement.
- b) The victim and the offender shall be advised as to the disposition of the complaint.

10. Prevention

- a) Present Employees
 - i. Campus Principals shall annually advise campus-based employees of these procedures.
 - ii. Supervisors shall annually advise their respective employees of these procedures.
- b) New Employees

- i. Human Resources shall advise new employees of these procedures through Sask DLC's onboarding video and the employee handbook.
 - c) Posting of Procedure
 - i. A copy of this procedure shall be posted on Sask DLC website so it is accessible to all employees.

11. Training

- a) Where relevant Sask DLC may provide training for its employees in the following areas:
 - i. recognition of potentially violent situations;
 - ii. procedures and work practices to minimize or prevent the risk of violence;
 - iii. appropriate responses to violent incidents and how to obtain assistance;
 - iv. procedures for documenting and reporting incidents.
- b) Training programs will be offered to employees on an ongoing basis on topics of a violence-related nature.

12. Policy and Procedure Review

- a) In accordance with *the Occupational Health and Safety Regulations, 2020*, Section 3-26, this procedure shall be reviewed, and where necessary, revised every three years and/or whenever there is a change of circumstances that may affect the health or safety of workers.

Definitions

- **Campus Principal:** Refers to the principal of a Sask DLC campus.
- **Campus Vice -Principal:** Refers to the vice principal of a Sask DLC campus.
- **Investigator:** Refers to an individual who investigates a complaint under this policy.
- **Respectful workplace:** Refers to the equal and fair treatment of every individual regardless of personal circumstances. A respectful workplace is not simply the absence of disrespect, but it is a way of being, interacting, communicating, expressing power, approaching difference, leading and relating to others.
- **Violence:** Refers to the attempted, threatened, or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives an individual reasonable cause to believe that they are at risk of injury.

- **Workplace:** Refers to any place where business or work-related activities are conducted. It includes the physical work premises (i.e. offices, etc.), work-related social functions, social media, work assignments outside the offices, work-related travel, and work-related conferences and training sessions.