
Code of Practice: Managing Workplace Violence

Location: NBCC – All Locations		
Address:	Code of Practice Administrator:	Manager, Health & Safety
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This Code of Practice outlines the requirements that New Brunswick Community College (NBCC) will follow to prevent and manage workplace violence. NBCC is committed to preventing workplace violence through hazard identification, risk assessment, employee training, effective reporting, prompt investigation, and corrective action.

Purpose

The purpose of this Code of Practice is to meet the requirements of the New Brunswick Occupational Health and Safety Act and associated regulations related to workplace violence, and to establish clear expectations for prevention, reporting, and response.

This Code of Practice should be used in conjunction with applicable College policies, including [Occupational Health and Safety](#), [Sexual and Gender-Based Violence](#), [Maintaining a Respectful Community](#), [Employee Code of Conduct](#), [Student Code of Conduct](#), and any applicable collective agreements.

Scope

This Code of Practice applies to all College Community Members who study, teach, conduct research, or work at or under the auspices of the College, including, but not limited to: College employees; students of the College; visiting scholars; contractors engaged by the College; and any other persons acting on behalf of, or at the request of, the College.

Definitions

Violence is the attempted or actual exercise of physical force against a person and includes any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used. (*Occupational Health and Safety Act, S.N.B. 1983, c. O-0.2*).

Examples of violence may include the actual or attempted use of physical force—such as hitting, pushing, or throwing objects—that could cause injury to an individual. It also includes threats, intimidation, aggressive gestures, or other behaviors that cause an individual to reasonably fear for their safety, even if no physical contact occurs.

REPORTING

Individuals must report incidents of violence as soon as possible and without delay to **Security Personnel**. If there is an immediate threat to life, safety, or security, individuals must contact **911** for emergency response before notifying Security Personnel. If a conflict of interest exists, the incident may be reported to the Facilities Manager or to the individual's Direct Manager.

RESPONSIBILITIES

Function	Assigned to:
• Implement this code of practice. • Investigate and deal with all complaints or incidents of workplace violence fairly, respectfully and timely.	Manager, Health & Safety
• Participate in investigations involving employees. • Provide support to employees subjected to workplace violence.	Director, Employee Engagement & Culture
• Provide investigation results to the affected employee. • Implement corrective measures identified in the investigation report.	Direct Manager
• Adhere to this code of practice. • Report violent incidents as soon as possible. Incidents may be reported in person or by submitting the Injury Incident Report Form via a helpdesk ticket or email.	College Community Members
• Complete workplace violence training at the beginning of their employment, and periodically when the code of practice is updated.	Employees

Confidentiality

Information related to an incident or investigation will be restricted to individuals who require it for the purposes of investigation, response, or legal compliance. While complete confidentiality cannot be guaranteed, every reasonable effort will be made to protect the privacy of all individuals involved

Reprisal

No individual will experience retaliation, reprisal, or adverse treatment for reporting violence in good faith, participating in an investigation, or providing information related to an incident. Any act of reprisal may result in corrective action.

Investigation and Communication

All reports of violence will be reviewed promptly and addressed through a fair, impartial, and timely investigation. Findings will be documented, contributing factors identified, and corrective actions recommended where appropriate.

Individuals involved in the investigation will be notified in writing when the investigation is complete and, where appropriate, provided with a summary of findings and any resulting actions, in accordance with privacy requirements.