
Violence Prevention

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Key Process Area:	Facilities
Owner:	VP FA
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POLICY STATEMENT

New Brunswick Community College (NBCC) values leadership with integrity and demonstrates that by taking pride in its collective accountability. All employees are expected to be accountable for promoting a safe and secure working/training environment, violence prevention, and for prompt response to acts and/or threats of violence.

PURPOSE

This policy outlines NBCC's commitment to accountability. It provides guidance regarding the provision of a safe, secure, and violence-free environment for all College community members in accordance with and in satisfaction with the *Occupational Health and Safety Act (General Regulation 91-191)*, as this policy represents NBCC's Violence Code of Practice. More specifically, this policy.

SCOPE AND LIMITATIONS

This policy applies to all staff (employees) and partners of NBCC. Compliance with this policy is a condition of employment.

This policy shall not supersede the applicability of *Maintaining a Respectful Community (4202)*, NBCC's Harassment Code of Practice pursuant to the *Occupational Health and Safety Act (91)*.

Though a member of our College community, this policy does not supersede the applicability of the *Student Code of Conduct (Policy 1112)* with regard to a learner's alleged misconduct.

1.0 DEFINITIONS

Accountability – Responsibility and answerability to an NBCC manager or supervisor to achieve operational, policy, and program objectives within the framework of the applicable legislation, regulations, and College policies and procedures to an agreed-upon quality using College resources.

College community members – any person who studies, teaches, conducts research, or works at or under the auspices of the College, regardless of community location, including but not limited to:

- A person who is an employee of the College;
- A student of the College (i.e., learners); and
- Partners of the College.

College Resources – include employees, students, partners, facilities, equipment, funds, grants, gifts, services, information, and technology resources.

Community Locations – includes but is not limited to locations where College community members interact, such as:

- NBCC campuses, including corporate office.

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- Off-site training facilities arranged by NBCC for work or education purposes.
- During travel (e.g., ground and air transportation) for, attendance at and/or participation in face-to-face or virtual locations (including but not limited to use of social media), whether required due to employment or voluntary, related to:
 - Business or instructional environments related to employment.
 - Official or social NBCC functions.
 - Education programs or opportunities (e.g., conference or seminar).

Employee – a person who meets the definition of employee under the *Public Service Labour Relations Act* and as may be further described in collective agreements.

Incident – is an unwanted, unplanned event that disrupts the orderly flow of the work process; it may or may not involve injury to people, damage to equipment, or a potential loss situation. Incidents also include near misses.

Law Enforcement Personnel – is an individual from an organization who is legally responsible for enforcing the laws under a jurisdiction, conducting investigations, apprehending offenders, and preserving peace and order.

Partners – including but not limited to visiting scholars, volunteers, contractors, fee-for-service individuals, clients of NBCC, and any other persons while they are acting on behalf of or at the request of the College.

Risk Assessment – is to assess the impact of events and associated risks on NBCC's strategic objectives. Events and associated risks are assessed from two perspectives: likelihood and impact. This assessment utilizes a combination of quantitative and qualitative techniques to derive an overall risk profile for the College.

Security Personnel – are those employed by public or private agencies who are responsible to implement security measures to protect property against theft, vandalism, and fire, control access to establishments, maintain order and enforce the agency's policies, procedures, and guidelines at public events and within establishments, conduct private investigations for clients or employers and provide other protective services not elsewhere classified.

Supervisor – is a person authorized by an employer to supervise or direct the work of employees. This includes people from first-level supervision on the shop floor, to the manager, to the CEO.

Threat Assessment – is a process consisting of the identification, analysis, and evaluation of threats.

Violence – is physical violence and psychological violence, including bullying, mobbing, teasing, ridicule, or any other act or words that could psychologically offend or isolate a person in the workplace or learning community.

2.0 IMPLEMENTATION

2.1. General

2.1.1. Under this policy, community College members shall remain accountable for their behaviors at any community location.

2.1.2. All College community members are accountable for:

2.1.2.1. Reporting incidents on a timely basis.

- 2.1.2.2. Complying with the *Occupational Health and Safety Act* and related regulations.
- 2.1.2.3. Complying with NBCC's policies related to health, safety, security, and violence.
- 2.1.2.4. Refraining from engagement in threats or physical actions which create a hazard for others in the College community.

2.1.3. Following procedural fairness, NBCC reserves the right to:

- 2.1.3.1. Determine whether any matter should be addressed under this policy.
- 2.1.3.2. Apply the information provided by external agencies such as law enforcement personnel or the courts in the determination of necessary and appropriate action under this policy.
- 2.1.3.3. Take necessary and appropriate action (including behavioral restrictions supplementary to any put in place by external agencies) to protect the safety and welfare of College community members or any individual at a community location.
- 2.1.3.4. Pursue (in place of or in addition to its procedures) civil, criminal, or other remedies which may be available to it as a matter of law.

2.1.4. NBCC further reserves the right to implement the following:

- 2.1.4.1. Remedial or corrective action (e.g., progressive discipline and/or learning and development plans) which may appropriately result from contraventions of this policy. Such matters shall be governed by related performance management policies and procedures as well as collective agreements (as applicable).
- 2.1.4.2. Immediate dismissal with regard to significant acts of severe unacceptable behaviors, including but not limited to acts of physical violence or harassment in the workplace and/or a breach of any related New Brunswick Community College (NBCC) policy, including but not limited to *Maintaining a Respectful Community (4202)* or *Employee Code of Conduct (4129)*.

2.2. Specific Roles and Responsibilities

2.2.1. Manager, Emergency Planning and Security is accountable for:

- 2.2.1.1. Leading as NBCC's subject matter expert for violence prevention.
- 2.2.1.2. Providing guidance to College community members regarding the interpretation and implementation of this policy.
- 2.2.1.3. Maintaining this policy; supporting process and procedures; training materials; as well as ensuring availability of such to College community members.
- 2.2.1.4. Ensuring guidelines and forms are updated accordingly.
- 2.2.1.5. Monitoring compliance of departments with their duties under this policy.

2.2.2. Regional Operations Managers and Facilities Supervisors are accountable for:

- Responding, promptly, to incidents submitted under this policy Including but not limited to:
 - Serving as a main point of contact when incidents are reported.
 - Acting as the lead for threat assessments.

- Leading *Workplace Violence Risk Assessments (WorkSafe NB)*.
 - Providing advice and resources to departments regarding appropriate and reasonable response to an incident.
 - Reporting incidents to law enforcement personnel, when required.
 - Collaborating with departments and other stakeholders to prevent, assess, respond, and manage any incident.
- Maintaining a record of incidents and threat assessments at their sites.

2.2.3. Security Personnel are accountable for:

- Responding, promptly, to incidents submitted under this policy including but not limited to:
 - Serving as a main point of contact when incidents are reported.
 - Reporting incidents to law enforcement personnel, when required.
 - Reporting incidents to Regional Operations Manager and/or Facilities Supervisor.
 - Participating in threat assessments when support is required.
 - Collaborating with departments and other stakeholders to prevent, assess, respond, and manage any incident.

2.2.4. Director, Employee Engagement and Culture is accountable for:

- Administering and implementing this policy for volunteers and governors.
- Ensuring the employee onboarding program includes adequate training regarding safety, security, and violence prevention as per the *Occupational Health and Safety Act*.

2.2.5. All Supervisors are accountable for the following with regard to College community members within their accountability:

- Administering and implementing this policy for employees, students, contractors, suppliers of services, and visitors under their purview.
- Providing training and orientation regarding safety, security, and violence prevention in accordance with materials supplied by Employee Engagement and Culture.
- Ensuring related policies and procedures are clearly communicated and understood and providing assistance and training to those whose actions are inconsistent with the maintenance of a violence-free environment.
- Responding, promptly, to incidents including but not limited to:
 - Serving as a main point of contact when incidents are reported.
 - Participating in threat assessments when support is required.
 - Participating in risk assessments when support is required.
 - Reporting incidents to law enforcement personnel, when required.

- Reporting incidents to Regional Operations Manager and/or Facilities Supervisor.
- Collaborating with departments and other stakeholders to prevent, assess, respond, and manage any incident.
- Advising affected College community members when potential or actual threats exist.
- Ensuring reasonable precautions are in place for the protection of College community members, including timely reporting of violent or potentially violent incidents in accordance with this policy.
- Implementing recommendations of violence risk assessments and threat assessments.

2.2.6. Joint Health and Safety Committees:

- Participating and cooperating with departments in the identification and control of health and safety hazards.
- Reviewing incident and investigation reports pertaining to threats or acts of violence.
- Recommending education and training needs for employees.

2.3. OTHER RECOURSE

Nothing in this policy shall limit a College community member from recourse:

- In any applicable collective agreement.
- The submission of a complaint pursuant to the *New Brunswick Human Rights Act*.
- The submission of an Incident pursuant to the *Occupational Health and Safety Act (91)*.
- Legal Counsel, at their own expense.