

VIOLENCE PREVENTION AND RESPONSE

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A. PURPOSE

Douglas College is committed to providing a working and learning environment that allows for full and free participation all members of the College Community, and that is free from Violence. Violence is strictly prohibited under this policy, and will not be tolerated. This policy articulates the duty of all members of the College Community to refrain from engaging in Violence, and establishes procedures for addressing and resolving complaints regarding violations of this policy.

B. SCOPE

This policy applies to all members of the College Community.

This policy applies where

- a. an incident of Violence is alleged to have occurred within the College Environment, on College property, or off College property in connection with an event or activity sponsored by or under the auspices of the College, and
- b. the alleged Violence involves a member of the College Community, or a person who was a member of the College Community at the time of the incident.

This policy does not apply to allegations of behaviours within the scope of the following College policies:

- Sexual Violence and Misconduct Prevention and Response

- Standards of Student Conduct
 - Respectful Workplace
2. If an incident of Violence does not meet the above criteria, the College may still take steps to mitigate the impact of the incident on the learning or working environment.
 3. This policy will be applied in accordance with applicable WorkSafe BC legislation and regulations.
 4. The College does not have jurisdiction to take disciplinary action against a person who is not a member of the College Community or who is not currently affiliated with the College. However, under certain circumstances the College may be able to take other action, such as revoking a person's access to College property or a College event, where it is deemed necessary to do so to ensure the health and safety and security of the College Community, or a member of the College Community.
 5. This policy is separate from any criminal or civil proceedings. The College is not responsible for determining violations of criminal or civil law.
 6. This policy is designed to complement and not conflict with the College's collective agreements. If there is any inconsistency between this policy and a provision of a collective agreement, the applicable collective agreement provision(s) will prevail to the extent of the inconsistency.

C. DEFINITIONS

1. **Campus Security:** The security services company duly contracted by Douglas College to provide security services to the College campuses and properties as assigned.
2. **College:** Douglas College.
3. **College Community:** College Community includes all Douglas College employees, students, Board members, users, contractors, suppliers, visitors and any other person present on a College Campus.
4. **College Environment:** All Douglas College premises and any off-campus sites utilized by Douglas College for the purposes of instruction, practicums, co-op or work experience placements, and/or other environments in which Douglas College-related activities take place.
5. **Complainant:** A person who files a Complaint. In some instances, the College may initiate a Complaint in the absence of a Complainant where it becomes aware of allegations of Violence that, if true, could violate this policy but no person comes forward with a Complaint, or where an investigation is required by law.
6. **Complaint:** A formal written complaint containing allegations of Violence or other violation(s) of this policy.
7. **Domestic Violence:** Describes a range of behaviours or actions taken by a person to control

and dominate another person. Domestic violence is characterized by abusive, coercive, forceful, or threatening acts or words used by one member of a family, household, or intimate relationship against another. Domestic violence may take the form of physical, emotional, sexual, financial, and/or spiritual abuse. The forms of abuse may differ, but the motivation is ultimately the same: the control of the victim by the abuser.

8. **Duty to Warn:** An obligation to warn the person, or persons, at risk of imminent or foreseeable danger.
9. **Employee:** An employee of the College, including administrators, faculty and staff.
10. **Incident Report:** The report completed by Campus Security to record details of any unusual and/or concerning event, and submitted to the Manager, Campus Security Operations and Director, Safety, Security and Risk Management.
11. **Investigator:** A person appointed by the College to investigate a Complaint.
12. **Joint Occupational Health and Safety Committee:** the Joint Occupational Health and Safety Committee (as required by Workers Compensation Act).
13. **Parties:** The Complainant(s) and Respondent(s) named in a complaint under the policy.
14. **Respondent(s):** A person or persons alleged to have engaged in conduct that violates the policy.
15. **Responsible Administrator:** An Executive of the College, or an administrator responsible for the operations of a College Department, Faculty, or service area, e.g., Dean, Director, Chief Information Officer, Registrar. A Responsible Administrator may:
 - a. decide whether the policy has been violated;
 - b. make recommendations or decisions regarding remedies or discipline;
 - c. assume the role of Complainant to initiate an investigation; and
 - d. initiate interim measures.
16. **Retaliatory Action:** Any adverse action taken against a member of the College Community because that person seeks advice on making a Complaint, makes a Complaint, or co-operates in an investigation of a Complaint.
17. **Student:** A person who is enrolled as a student at the College in credit or non-credit courses.
18. **Sexual Violence and Misconduct:** Any sexual act or act targeting a person's sexuality, gender identity, or gender expression, whether the act is physical or psychological in nature, which is committed, threatened or attempted against a person without the person's consent and including but not limited to:
 - a. sexual assault;
 - b. sexual exploitation;

- c. sexual harassment;
 - d. stalking;
 - e. indecent exposure;
 - f. voyeurism;
 - g. the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video;
 - h. the attempt to commit an act of Sexual Misconduct; or
 - i. the threat to commit an act of Sexual Misconduct.
19. **Threat Assessment Team (TAT):** The multi-disciplinary team established by the College to assist in creating and maintaining a working and learning environment where students, employees and users feel safe and secure. The purpose of the TAT is to assess, investigate and determine an appropriate level of response to reports of behaviours of potential concern and/or threats with the potential to result in harm to the campus community.
20. **User:** Any individual using College facilities or services, while they are present as a visitor or a guest on a campus of Douglas College.
21. **Violence:** The attempted or actual exercise by a person, of any physical force so as to cause injury to any member of the College Community, and includes any threatening statement or behaviour which gives a member of the College Community reasonable cause to believe that they are at risk of injury.
- A threat against an Employee's family that is a result of the Employee's employment is considered a threat against the Employee. Incidents of Violence may not necessarily occur on Douglas College premises. These incidents are considered workplace Violence if they arise out of the Employee's employment.
22. **Violence Threat/Risk Assessment:** A process involving data collection and the use of evaluative tools to identify indicators that suggest a person may be moving on a pathway towards violence against self or others and interventions to decrease that risk, prevent injury, and support the person in receiving the help necessary to address the issues contributing to the high-risk behaviour.

D. POLICY STATEMENTS

1. Douglas College is committed to providing a working and learning environment that is free from Violence or the threat of Violence. The College will promote working and learning conditions intended to eliminate the potential for incidents of Violence to occur within the College Environment.

2. All members of the College Community share the responsibility for creating and sustaining a College Environment that is free from Violence.
3. A breach of this policy by a member of the College Community represents serious misconduct and may be cause for disciplinary sanctions including, where appropriate, suspension, dismissal of an employee, or suspension or expulsion of a student from the College.
4. The College has a responsibility to provide procedures to respond to Complaints made under this policy, including, where necessary, providing an appropriate remedy to a Complainant where Violence is found to have occurred, and imposing sanctions for violations of this policy.
5. The College reserves the right to initiate an internal investigation and/or to inform the relevant law enforcement and/or regulatory agency without the consent of the person reporting an incident if the College has a reasonable belief that the health or safety of a member of the College Community is at risk.
6. The College will address alleged violations of the policy in a procedurally fair manner, and in accordance with the principles of natural justice.
7. Pending the resolution of a Complaint, the College reserves the right to implement any interim measures considered necessary to protect the College Community or any of its members. Such measures may include, but are not limited to, directing the Complainant, Respondent, witnesses or other parties to cease engaging in a particular type of behaviour, restricting access to a specific campus or specific areas of a college campus, and/or suspending/placing on leave one or both of the Parties from the College pending conclusion of an investigation. Such interim measures will be precautionary, and are not disciplinary and therefore, should be in place for as short a time as possible.
8. A member of the College Community has the right to pursue other courses of action external to the College in connection with the alleged Violence. If another course of action is pursued, the College may elect to continue with a process under this policy, or to suspend a process pending the outcome of the other process.
9. A member of the College Community who has experienced Violence, or who is otherwise affected by a violation of this policy, may file a Complaint under this policy by submitting the Complaint in writing to Responsible Administrator or filing an Incident Report with Campus Security. The Complaint should set out the relevant details regarding the alleged Violence, or other alleged violation of this policy. The Complaint should include a list of any potential witnesses, along with a description of the information those witnesses are expected to provide. Any relevant documents, including any social media communications, should also be included

with the Complaint. A Complainant has the right to withdraw a Complaint at any stage of the process. However, the College may continue to act on the issue identified in the Complaint to comply with its obligations under law or this policy.

10. Any member of the College Community who has been involved in an incident of Violence within the College Environment, or having information or reasonable grounds to believe an incident of campus Violence has occurred, or who perceives themselves at risk of Violence within the College Environment, is required to report their concerns to a Responsible Administrator or Campus Security in accordance with this policy. This includes reporting concerns of incidents of Domestic Violence that are likely to expose a member of the College Community to physical injury in the College Environment.
11. Employees are entitled under the Occupational Health and Safety Regulation to refuse unsafe work. An Employee who has information or reasonable grounds to believe they are at risk of campus Violence may refuse unsafe work in accordance with the College's procedure for Refusing Unsafe Work.
12. Retaliatory Action against the Parties, witnesses or any other person associated with a complaint under the policy is not acceptable and is a violation of the policy. Where such Retaliatory Action occurs, the College will take any action deemed necessary, up to and including disciplinary measures as appropriate.
13. This policy will be reviewed on an annual basis, in consultation with the Joint Occupational Health and Safety Committee.
14. The College will conduct an annual risk assessment for Violence and threats of Violence, in consultation with the Joint Occupational Health and Safety Committee.

Responding to Reports of Violence

1. The College will take all necessary and appropriate steps to properly review and/or investigate and address reports of Violence in accordance with this policy and procedures.
2. The College will provide appropriate support services to Employees, Students and Users who are involved in incidents of campus Violence. This may include the creation of a personal safety plan and/or facilitating access to appropriate College counselling and/or community support services.
3. Where a Duty to Warn exists, the Director, Safety, Security and Risk Management will provide information to the appropriate members of the College Community where either physical campus

conditions or an individual with a history of violent behaviour or threat-making may present a risk of campus Violence and the members of the Campus Community can be expected to encounter that individual and/or such physical conditions in the course of their work or study. No more personal information will be disclosed than is reasonably necessary to protect members of the Campus Community from injury.

Communications and Notifications

1. Where disciplinary action is taken that results in suspension or expulsion of a Student/User for Violent behaviour, the Director, Safety, Security And Risk Management will provide notification including the name of the Student/User to impacted departments and to the College Community only where deemed necessary to protect the health and safety of the College Community.
2. Where disciplinary action results in suspension/termination of an employee for Violent behaviour, the Director, Safety, Security and Risk Management, in consultation with the AVP, Human Resources, will provide notification including the name of the employee to departments on a need to know basis, and may be provided to the College Community only where deemed necessary to protect the health and safety of the College Community.
3. The Director, Safety, Security and Risk Management will notify the Joint Occupational Health and Safety Committee(s) and AVP Human Resources of all incidents investigated under the Violence Prevention and Response Policy involving employees or where employees may be at risk of Violence.
4. The Director, Safety, Security and Risk Management will prepare statistical reports of campus security incidents involving employees and circulate such reports via the Joint Occupational Health and Safety Committee and the Human Resources Committee of the College Board.
5. All communication and notification under this policy shall be done in accordance with applicable privacy and freedom of information legislation.

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Internal Standard Operating Procedures](#)

- SOP Violence Requiring Immediate Intervention (*in development*)
- SOP Responding to Complaints of Violence (*in development*)
- SOP Responding to Reports of Domestic Violence (*in development*)

- SOP Roles and Responsibilities for Members of the College Community in Preventing and Responding to Violence (*in development*)
- SOP Refusing Unsafe Work
- SOP Working Alone Check-in
- Douglas College Threat Assessment Team Terms of Reference

[Administration Policies Page](#)

- Health and Safety
- Respectful Workplace
- Sexual Violence and Misconduct Prevention and Response
- Standards of Student Conduct
- Weapons on Campus

E. RELATED ACTS AND REGULATIONS

- [Workers Compensation Act](#)
- [BC Occupational Health and Safety Regulation](#)

F. RELATED COLLECTIVE AGREEMENTS

- Collective Agreement between Douglas College and Douglas College Faculty Association
- Collective Agreement between Douglas College and The B.C. Government And Service Employees' Union (BCGEU)