



Section Three: Staff

"Together We Learn"

**345R – VIOLENCE IN THE WORKPLACE
(REGULATIONS)**

1. For greater clarification, the following definitions are used to describe behaviours that would be considered to be a breach of this Policy:
 - Threat:** An expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted electronically or made by gesture.
 - Violence:** An attempt or actual exercise by a person other than a worker of any physical force so as to cause injury to a worker, and includes any threatening statement or behavior which gives a worker reasonable cause to believe that they are at risk of injury.
 - Intimidation:** An act of instilling fear in someone as a means of controlling that person.
 - Harassment:** An unwelcome or unwanted act or comment that is hurtful, degrading, humiliating or offensive to another person. Of particular concern is such behaviour that persists after the aggressor has been asked to stop.
2. All employees shall be informed by their principal/supervisor of any known risks of violence that they may encounter while performing their duties.
3. Appropriate training shall be provided at the district and/or work site to enable employees to recognize potential risks of violence and how to take preventive measures.
4. All incidents of violence shall be responded to, with appropriate action taken to minimize or prevent a recurrence.
5. When an employee believes they are at risk due to an act or threat of violence, they shall:
 - 5.1 use whatever means necessary to escape from the situation;
 - 5.2 ensure, within reasonable limits, the safety of students under their supervision;
 - 5.3 report the incident on Form F345 Violence Threat Intimidation Harassment (VTIH) Form to their principal/supervisor as soon as possible, ideally within 24 hours.



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6. Upon receipt of a report, the principal/supervisor shall:
 - 6.1 ensure the employee(s) is no longer at risk;
 - 6.2 ensure, within reasonable limits, the safety of students under their supervision;
 - 6.3 if deemed necessary, report the incident to the local law enforcement authority, seeking appropriate assistance to eliminate the immediate risk;
 - 6.4 complete an investigation into the incident;
 - 6.5 file a written report on Form F345 Violence Threat Intimidation Harassment (VTIH) Form and follow the protocol outlined on the Form;
 - 6.6 advise the employee(s) that post incident trauma counselling is available.
7. When, in the opinion of the principal/supervisor or employee involved, any threat of violence/violent act may result in potential hazard to any other employee/person, the principal shall advise the other person without delay. That person shall be informed of the nature of the potential hazard and the identity of the persons involved (if known).
8. When, in the opinion of the principal/supervisor or the employee, the potential for violence is imminent or a threat uttered is credible, the principal, the supervisor and employee shall determine whether the local police should be informed of the incident. In addition, the Superintendent or designate may determine that notification to the police is required and may do so after advising the employee(s) involved in the incident.
9. Final determination of response and/or action shall reside with the Superintendent or designate.

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Date Reviewed/Amended: November 13, 2002

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March 27, 2013; January 15, 2020;

Date Reviewed: November 26, 2014

Related Documents: Policy 345, Form F345 and WCB

Regulations