

CANADORE COLLEGE
CORPORATE POLICY MANUAL

TITLE: **Safe College Community**

EFFECTIVE DATE: November 26, 2019

1. SCOPE

1.1 Authority

This policy is issued under the authority of the Board of Governors.

1.2 Application

This policy applies to all employees of Canadore College.

2. PURPOSE AND PRINCIPLES

2.1 The purpose of this policy is to demonstrate the College's commitment to provide a safe and respectful college community that is free from violence and harassment.

2.2 The policy is not intended to supersede or interfere with prevailing laws. It is recognized that the College has other policies that address unacceptable conduct such as Respectful College Community Policy, and Sexual Violence and Sexual Assault Policy.

2.3 Every person is expected to contribute to a safe college community by behaving in acceptable and respectful ways at all times, discouraging offensive behaviour of others and reporting violence and unacceptable conduct or harassment when it occurs. Every person has the right and responsibility to communicate concerns and cooperate in efforts to resolve them.

3. DEFINITIONS

3.1 The *Occupational Health and Safety Act* defines workplace harassment as:
(a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or

(b) workplace sexual harassment.

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

- 3.2 Workplace sexual harassment means:
- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
 - (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;
- 3.3 Sexual Violence means:
- any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.
- 3.4 The *Occupational Health and Safety Act*, defines workplace violence as the exercise, or attempt to exercise, of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker, or a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

4. POLICY

- 4.1 Violence and harassment at the College will not be tolerated.
- 4.2 Weapons are not permitted at the College except as approved or permitted for educational purposes.
- 4.3 Lawful application of force by College Security or other authorized personnel engaged in official duties does not constitute violence.
- 4.4 The College will develop and maintain a program to implement this policy, in consultation with Joint Health, and Safety Committee (JHSC), that promotes workplace violence and harassment awareness and prevention. The program will include measures and procedures to control the risks likely to expose workers to violence, for summoning immediate assistance when workplace violence occurs or is likely to occur, for workers to report incidents of workplace violence or harassment to the College, and how the College will investigate and deal with incidents or complaints of workplace violence and harassment. The College will also maintain separate and distinctive Sexual Violence and Harassment policies and procedures to reflect the difference in roles,

responsibilities, reporting guidelines, investigations, and legal obligations of the College with respect to reports of Sexual Violence and Harassment.

- 4.5 The College will assess the risks of workplace violence and harassment taking into account circumstances common to similar workplaces and specific to the College, and report the results of the assessment to the JHSC Committee.
- 4.6 If the College becomes aware that domestic violence that would likely expose a worker to injury may occur in the workplace, the College shall take every precaution reasonable in the circumstances for the protection of the worker.
- 4.7 The College will provide workers with appropriate information and instruction on the contents of the policy and program with respect to workplace violence and harassment.

5. ROLES AND RESPONSIBILITIES

5.1 Board of Governors

The Board of Governors is responsible for the initial approval of the policy and subsequent amendments.

5.2 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

6. EVALUATION

This policy will be reviewed every three years.