



University of Toronto
Workplace Violence Program
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1. Introduction

The University of Toronto is committed to maintaining a workplace that is free of violence. Any act of workplace violence is unacceptable conduct that will not be tolerated. No one shall subject any employee to workplace violence, or allow or create conditions that support workplace violence.

This Program summarizes the many ways that U of T currently addresses workplace violence and it will be updated from time to time as new means of dealing with workplace violence are developed or as existing ways change.

This Program implements the University's [Policy with Respect to Workplace Violence](#) pursuant to its obligation under the *Occupational Health and Safety Act*.

(a) Scope

This Program addresses workplace violence that occurs on University of Toronto premises, that occurs via electronic communication, or at work-related activities that occur off-campus. This Program also addresses the threat or possibility of workplace violence.

It should be noted that in some cases incidents of workplace violence may result in the involvement of the campus or local police and, in some cases, charges under the *Criminal Code of Canada* or other statutes. These are separate processes that are not within the control of the University of Toronto and are outside of the scope of this Program.

It should also be noted that in some cases, threats of workplace violence could also fall within the University of Toronto's Workplace Harassment Program, comprised of the *Human Resources Guideline on Civil Conduct (Civility Guideline)* and the *Guideline for Employees on Concerns and Complaints Regarding Prohibited Discrimination and Discriminatory Harassment (Discrimination Guideline)*, or the University of Toronto's *Policy on Sexual Violence and Sexual Harassment*. The University reserves the right to move forward under the most applicable policy.

(b) Definition of Workplace Violence

Workplace violence is defined in the *Occupational Health and Safety Act* as follows:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- c) a statement or behaviour that it 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.

In accordance with this definition, the terms “workplace violence” or “incident of workplace violence” as they are used in this Program will incorporate the exercise, attempted exercise or threatened exercise of physical violence that causes or could cause physical injury.

Additionally, the definition of “workplace violence” in this Policy includes domestic violence that may occur in the workplace and would likely expose a worker to physical injury.

Workplace violence may constitute sexual violence. Please refer to the University of Toronto’s [Policy on Sexual Violence and Sexual Harassment](#) or contact the Sexual Violence Prevention and Support Centre at 416-978-2266 or thesvpcentre@utoronto.ca to make a disclosure or report of sexual violence.

Incidents of workplace violence do not include accidental situations such as a worker accidentally knocking into another worker as a result of an unintended trip or loss of balance.

(c) Roles and Responsibilities

All members of the University community play a role in creating a workplace that is free from and does not tolerate any form of violence. Details about the roles and responsibilities of individual groups are set out below. Please note that the following is not an exhaustive list of all duties of each party, but is intended to provide parties with a general understanding of their roles and the roles of others in preventing and responding to workplace violence.

Employees

Employees are individually responsible for their own actions and in particular for not acting or threatening to act violently. An employee who subjects another employee to workplace violence may be subject to disciplinary action up to and including the termination of their employment.

Employees also have the following specific obligations:

- Abiding by the University's *Policy with Respect to Workplace Violence* and this Program.
- Calling Campus Police or 911 when immediate assistance is required to deal with a situation involving workplace violence.
- Reporting incidents of workplace violence, including attempted or threatened workplace violence and including domestic violence that may spillover into the workplace, as set out in sections 2(a) and (b) of this Program.
- Reporting concerns about physical conditions in the workplace to their supervisor or others as set out in section 2(d) of this Program.
- Cooperating as requested in any investigation into workplace violence.

Managers / Supervisors / Academic Administrators

Managers, Supervisors and Academic Administrators are responsible for:

- Calling Campus Police or 911 when immediate assistance is required to deal with a situation involving workplace violence.
- Immediately reporting any incident of workplace violence (including an attempt or threat and including domestic violence that may spillover into the workplace) of which they become aware to the manager/director of their Human Resources Divisional Office.
- Promoting an environment that does not tolerate violence.
- Providing direction to appropriate resources for employees who are experiencing or have experienced workplace violence, as defined in this Program, such as the Employee and Family Assistance Program, the Community Safety Office, Campus Police, Health & Well-Being Programs & Services, or services available to students for those employees who are also students).
- Providing workers with information and instruction on the contents of the *Policy with Respect to Workplace Violence* and Program and any measures and procedures in place for controlling any risks that may arise from the individual worker's work or workplace.
- Implementing the measures and procedures described in this Program.
- Taking every precaution reasonable in the circumstance for the protection of the worker.

- Working with the relevant University offices as requested in any investigation into workplace violence.

Community Safety Office

The Community Safety Office is responsible for:

- Calling Campus Police or 911 when immediate assistance is required to deal with a situation involving workplace violence.
- Reviewing issues and concerns that are brought forward for the presence of risk factors for general and workplace violence.
- Assessing cases of domestic or family violence (including threats) to identify likelihood for such threats to spillover into the workplace.
- Immediately reporting any incident of workplace violence (including an attempt or threat and including domestic violence that may spillover into the workplace) of which they become aware to the Director of the Office of Safety and High Risk as well as the manager/director of the applicable Human Resources Divisional Office and the Executive Director, Central Administration HR Services & Workplace Investigations.
 - to coordinate reporting to Campus and/or municipal police, where applicable
 - to report to campus or municipal police information related to risk or threat of violence, where applicable
- Providing support to students and employees with respect to personal safety issues.
- Preparing proactive, preventative safety plans for students and employees who have been victims of violence.
- Providing recommendations to human resources offices and any other relevant university office or department to address workplace violence.
- Providing referrals to counselling programs.
- Providing educational outreach and support to University departments; developing initiatives to respond to identified personal safety issues.
- Providing training through workshops offered to students, staff and faculty regarding personal safety-related issues.
- Contributing to the University's assessment of threats and risks of workplace violence.

Sexual Violence Prevention and Support Centre

In matters of workplace violence that are also considered sexual violence, the Sexual Violence Prevention and Support Centre is responsible for:

- Calling Campus Police or 911 when immediate assistance is required to deal with a situation involving workplace violence.
- Providing support to University employees who have been affected by sexual violence.
- Educating University community members about the *Policy on Sexual Violence and Sexual Harassment*.
- In cases of sexual violence, assessing risk or threats of violence that may flow into the workplace. Referring cases to the CSO as appropriate.
- Accepting reports of sexual violence under the *Policy on Sexual Violence and Sexual Harassment*.
- Immediately reporting any incident of workplace violence (including an attempt or threat and including domestic violence that may flow into the workplace) of which they become aware to the manager / director of the applicable Human Resources Divisional Office and the Executive Director, Central Administration HR Services & Workplace Investigations.
- Providing advice and assistance, including referral to the appropriate Human Resources Divisional Office, to employees who are experiencing or have experienced workplace violence, including attempted or threatened workplace violence and including domestic violence that may flow into the workplace.

University of Toronto Police Service (Mississauga, St. George and Scarborough)

The University of Toronto Police Service works in partnership with the University community in providing a reliable 24-hour response to emergencies and violations of rules, including the *Criminal Code*, and in promoting crime prevention, security and safety awareness, and community service and referrals.

The University of Toronto Police Service has the following responsibilities in respect of workplace violence:

- Immediately upon becoming aware of any incident of workplace violence ensuring the safety of all persons involved, and in any case involving injury ensuring the physical needs of those persons are met.
- Immediately reporting any incident of workplace violence involving an employee of the University (including an attempt or threat and including domestic violence that may spillover into the workplace) of which they become aware to the manager / director of the applicable Human Resources Divisional Office and the Executive Director, Central Administration HR Services & Workplace Investigations.
- Responding to emergencies and providing assistance to faculty, students and staff.
- Protecting persons and property by developing programs that promote safety and security and by broadly communicating these programs to the community.
- Preventing crime, maintaining the peace, resolving conflicts and promoting good order.

- Enforcing the *Criminal Code* and selected provincial and municipal statutes, to the extent permitted by their role, as necessary.

Joint Health and Safety Committees

The University has Joint Health and Safety Committees (JHSC) as required by the OHSA. The role of each JHSC in accordance with the OHSA is as follows:

- Inspecting the physical conditions of the workplace.
- Making recommendations for the improvement of the health and safety of workers.
- Recommending the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers.
- Reporting in accordance with existing procedures any physical aspects of the work or workplace that are identified in inspections as ones from which risks of workplace violence may arise.
- Immediately reporting any incident of workplace violence (including an attempt or threat and including domestic violence that may spillover into the workplace) of which the committee or any of its members become aware, directly to the committee co-chairs, upon receipt of which the management co-chair will immediately forward these issue to the manager / director of the applicable Human Resources Divisional Office, the Executive Director, Central Administration HR Services & Workplace Investigations, as well as the supervisor responsible for that area and the responsible line manager.

The Office of Environmental Health & Safety

The Office of Environmental Health & Safety has the following responsibilities:

- Calling Campus Police or 911 when immediate assistance is required to deal with a situation involving workplace violence.
- Immediately reporting any incident of workplace violence (including an attempt or threat and including domestic violence that may spillover into the workplace) of which they become aware to the manager/director of the applicable Human Resources Divisional Office and the Executive Director, Central Administration HR Services & Workplace Investigations.
- Participating as requested in the investigation of incidents of workplace violence.
- Participating in the ongoing assessment of the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work at the University.
- Training and providing resources for JHSC workplace inspectors as they relate to workplace violence.

- Offering training for supervisors regarding due diligence under the OHSA, including as it pertains to workplace violence.
- Responding to work refusals in accordance with OHSA and internal processes.
- Assisting in the annual review of the Workplace Violence Program.
- Notifying the Ministry of Labour where necessary of injuries caused by workplace violence.

Equity Officers

The Equity Officers are responsible for:

- Calling Campus Police or 911 when immediate assistance is required to deal with a situation involving workplace violence.
- Immediately reporting any incident of workplace violence (including an attempt or threat and including domestic violence that may spillover into the workplace) of which they become aware to the manager/director of the applicable Human Resources Divisional Office and the Executive Director, Central Administration HR Services & Workplace Investigations.
- Providing advice and assistance, including referral to the appropriate Human Resources Divisional Office and the Executive Director, Central Administration HR Services & Workplace Investigations, to employees who are experiencing or have experienced workplace violence, including attempted or threatened workplace violence and including domestic violence that may spillover into the workplace.

Human Resources

Human Resources personnel have the following responsibilities:

- Calling Campus Police or 911 when immediate assistance is required to deal with a situation involving workplace violence.
- Providing advice and assistance to employees who are experiencing or have experienced workplace violence, including attempted or threatened workplace violence and including domestic violence that may spillover into the workplace.
- Referring such employees to appropriate resources such as Employee and Family Assistance Program, the Community Safety Office, The Sexual Violence Prevention and Support Centre, Campus Police, Health & Well-Being Programs & Services, or services provided within the Division of Student Life in the case of employees who are also students.
- HR generalists are responsible for immediately reporting to their managers, and managers are responsible for immediately reporting to the Executive Director, Central Administration HR Services & Workplace Investigations, any incident of

workplace violence (including an attempt or threat and including domestic violence that may spillover into the workplace) of which they become aware.

- Conducting or participating in investigations into allegations of workplace violence as directed by the Director of the Office of Safety and High Risk, the Executive Director, Central Administration HR Services & Workplace Investigations or their designates.

2. Who to Contact

(d) Immediate assistance

An employee who becomes aware of an immediate risk or threat to a community member or to the community or who the victim is of, or a witness to, a violent incident at work should, as soon as safely possible, contact:

University of Toronto Campus Police at:

Mississauga: 905.569.4333

St. George: 416.978.2222

Scarborough: 416.978.2222

Or

911 (9-911 from some campus telephones)

Once the immediate response is underway, the employee should call their immediate superior and advise them of the situation.

(e) Non-immediate assistance

Employees with concerns regarding workplace violence (actual violence, attempted violence, threatened violence, or risk of violence, including concerns about domestic violence that may spillover into the workplace) that do not require an immediate response should contact one of the following for advice and assistance:

- Their supervisor / manager / academic administrator
- Their [Human Resources Divisional Office](#)
- [Sexual Violence Prevention and Support Centre](#)
- [Community Safety Office](#)

Employees who are represented by unions may also wish to contact the union for advice and assistance.

(f) Institutional reporting of incidents of workplace violence

Any supervisor / manager / academic administrator, equity officer (including community safety case manager), Campus Police Special Constable or other University officer that becomes aware of an incident of workplace violence (including an attempt or threat and including domestic violence that may spillover into the workplace) has a duty to immediately contact the manager / director of the applicable Human Resources Divisional Office.

The manager of any **Human Resources Divisional Office** who becomes aware of an incident of workplace violence (including an attempt or threat and including domestic violence that may spillover into the workplace) must immediately contact the Executive Director, Central Administration HR Services & Workplace Investigations.

The Executive Director, Central Administration HR Services & Workplace Investigations will take appropriate steps that may include one or more of the following:

- Record the incident for tracking purposes
- Consult with and / or provide briefings to other relevant University offices
- Direct the office that became aware of the incident of workplace violence, or any other office, to take certain steps
- Notify and consult with the Office of Safety and High Risk
- Initiate an investigation
- Notify the Office of Environmental Health and Safety
- Monitor steps taken by other relevant University offices

The Office of Environmental Health and Safety will ensure that if any incident of workplace violence results in a situation requiring a report to be made to the Ministry of Labour, JHSC, and/or union, such report is made within the time periods required.

(g) Reporting Physical Workplace Conditions or Community Safety Concerns

Employees are encouraged to bring to the attention of their supervisors any physical conditions in the workplace from which a community safety risk emerges or a risk of workplace violence may arise, such as:

- Security breaches (e.g., broken locks, windows)
- Presence of persons who should not be in the space after hours
- Inappropriate use of facilities by members of the public
- Dark or isolated areas, including areas with poor phone reception

- Impeded sight lines (e.g., overgrown shrubbery or other objects blocking areas from being seen that create potential for workplace violence to occur in areas hidden from view)
- Impeded safety mechanisms (e.g., objects interfering with emergency telephones or lighting in dark areas)

Additionally, these types of workplace conditions can be reported to a [Human Resources Divisional Office](#) or a member of a [Joint Health & Safety Committee](#).

Each campus also has a phone line for reporting emergency maintenance needs, as listed below.

St. George

During normal working hours*: 416.978.3000

After normal working hours: 416.978.3000

Mississauga

During normal working hours*: 905.828.5301

After normal working hours: 905.828.5200

Scarborough

During normal working hours*: 416.287.7579

After normal working hours: 416.287.7398

* Normal working hours are 8:45 a.m. - 5:00 p.m., with the exception of July and August when the normal work day is 8:45 a.m. – 4:30 p.m.

3. Assessing Risk of Workplace Violence

The University uses a variety of measures and procedures for assessing on an ongoing basis the potential risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work. The purpose of risk assessments is to identify risks that may expose a worker to physical injury. The risk assessment takes into account both circumstances that are specific to our workplace and circumstances that would be common to similar workplaces. When risks are identified as likely to expose a worker to physical injury, the University will put into place responsive measures and procedures to control such risks.

The results of a risk assessment will be provided to the applicable Joint Health & Safety Committee (JHSC) in writing if the risk assessment is in writing, otherwise the assessment can be provided orally.

Below are some of the means of assessment that the University currently uses. Other means will be used as appropriate in particular circumstances.

Assessment of Risks of Specific Job Categories

The University will maintain an assessment of the various job categories in the University and the potential risk of workplace violence that may arise in each category from the nature of the workplace and the type and conditions of the work. This assessment will be reviewed on a periodic basis.

Supervisors / Managers / Academic Administrators

Supervisors, managers and academic administrators are responsible for identifying and assessing the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work in their area, and for taking appropriate responsive action. They should discuss the potential risks and appropriate responsive action with other university offices such as human resources, Campus Police, the Community Safety Office and the Office of Environmental Health & Safety.

Joint Health & Safety Committee Inspections

Joint Health & Safety Committee members will be provided with information to support them in identifying any physical aspects of the work or workplace from which risks of workplace violence may arise. Any identified issues will be reported in the same way as the JHSC reports other issues arising from inspections. When issues are reported to the committee co-chairs, the management co-chair will forward these issues to the applicable Human Resources Divisional Office as well as the supervisor responsible for that area and the Responsible Line Manager.

Campus Safety Recommendations and Audits

Campus Police work closely with Facilities & Services, Student Housing, the Community Safety Office and other campus resources to identify and make recommendations regarding measures to reduce the risk of workplace violence. Requests can be made to Campus Police for a Crime Prevention Through Environmental Design (CPTED) Audit of areas on the campuses from which risks of workplace violence may arise. Campus Police are also available to make general recommendations regarding campus lighting, addressing issues of poor sightlines, isolated areas, landscaping, emergency communication, workplace layout and design, and specific needs in high risk areas.

4. Assessing Threats of Workplace Violence and Community Safety Concerns

In some cases an individual may present a threat of workplace violence to workers or a broader safety concern for the U of T community. The University has structures in place to deal with such threats. Many can be managed at the local level, for example by Campus Police, the Community Safety Office, Human Resources and offices on each campus that deal with student life. For issues that cannot be managed at the local level, the University has a High Risk Committee that deals with issues from all three campuses. The University also has a Crisis and Emergency Management Framework to address major incidents and crises.

High Risk Committee

The High Risk Committee is comprised of senior University Administrators and managers with experience and expertise in dealing with individuals who may present a threat of workplace violence. The mandate of this committee is as follows:

- Review incidents of workplace violence that have occurred – determine appropriate response to individual incidents; consider proactive steps to minimize likelihood of future incidents.
- Consider concerns about threats of violence toward employee(s), including threats related to domestic violence – determine whether any steps need to be taken and what those steps might be to reasonably protect employees.
- Assess whether in particular circumstances to make information available about a person with history of violent behaviour, and the extent of such disclosure.
- Review patterns to assess effectiveness of existing policies and practices, particularly in respect of controlling the threat of workplace violence and responding to incidents of workplace violence, and where appropriate make recommendations about changes to such policies and practices and/or recommend new policies and practices.

Incidents of workplace violence (including attempts or threats and including domestic violence that may spillover into the workplace) will be referred, as appropriate, to the High Risk Committee by the Director of the Office of Safety and High Risk, whose office will be advised of all incidents in accordance with the reporting procedures set out in section 2 of this Program.

Sharing of personal information

In cases where an individual with a history of violent behaviour presents a threat of workplace violence that is likely to expose a worker to physical injury the University will put measures in place to help protect the worker(s). The University will also provide information related to the risk of workplace violence to any worker(s) who can be expected to encounter that person in the course of their work. The information provided

may include personal information, though no more than is reasonably necessary to protect the worker from physical injury. Such sharing of information is authorized, on a need-to-know basis, by privacy legislation, and should be done in a way that reflects privacy principles. Managers and supervisors should seek guidance on this issue from their Human Resources Divisional Office.

5. Controlling Risk

The University has in place many measures and procedures for controlling risks that arise from the nature of the workplace, the type of work or the conditions of work at the University, both generally and in particular positions. A summary of the resources currently in place are available in Appendix B. New resources will be put in place from time to time as needed.

(h) Electronic security measures

All three University campuses utilize a variety of electronic security measures including both general measures such as emergency call stations located around campus, and specific measures appropriate to particular areas such as closed circuit televisions and building access control. Some of the key campus-specific measures are set out below.

St. George:

- Over 530 [emergency call stations](#) located at multiple points on the campus grounds, elevators, buildings and underground parking lots. These emergency call stations ring directly to the Campus Police dispatch centre and are given the highest priority by the dispatcher. The emergency call stations provide two-way communication between the caller and the dispatcher.
- Emergency Phones. Offers all members of the University community the ability to register their office phone with the [Telephone Emergency Locations System](#) (TELS). To register contact U of T Campus Police at 416.978.2323.
- Free Emergency calls from any campus Bell Canada phone. Dial 416.978.2222 and you will be connected with a Campus Community Police dispatcher.

Mississauga:

- Over 60 emergency telephones and emergency call strips located throughout the campus including in elevators, washrooms and both interior and exterior locations that let Campus Police know exactly where the caller is.
- No-cost dialling on all pay phones for 911 service or the Campus Police emergency line.

Scarborough:

- The upper and lower UTSC campus, including the residence areas and parking lots, are equipped with over 200 emergency interior and exterior phones, panic buttons and intercoms that provide a direct line to UTSC police when the receiver is removed from the cradle or the button is pressed. No dialling is necessary and the University police can pinpoint the location of the call immediately.
- No charge to call University police when using any Bell pay phone on campus. The UTSC police telephone number is displayed on all Bell pay phones.

(i) Information Sheets

The University currently maintains the following information sheets, which may be found at <http://www.communitysafety.utoronto.ca>:

- Safety in University Buildings
- Safety on Elevators
- Safety in Parking Lots and Garages
- While You Are Out
- Using an ATM machine

The University will develop additional information sheets providing advice on safety topics that will be posted on the Community Safety Office website and employees are encouraged to check back regularly for updates.

Additional safety information can be found on the following websites:

Tri-Campus: <http://safety.utoronto.ca/>

St. George: <http://campuspolice.utoronto.ca/safety/>

UTSC: <http://www.utsc.utoronto.ca/police/personal-safety>

UTM: <http://www.utm.utoronto.ca/campus-police/safety-programs>

(j) Training

The University provides various training programs about personal safety issues, including the following:

Organizational Development & Learning Centre (ODLC)

- ODLC conducts sessions for managers on managing difficult/volatile behaviour

Environmental Health & Safety (EHS)

- Supervisors are provided with training on their responsibilities under the *Occupational Health and Safety Act*, which will include their responsibilities in respect of workplace violence.
- Joint Health and Safety Committees are provided with training on their responsibilities, which will include the identification of risks of workplace violence that may arise from the nature of the workplace or the conditions of the work at

the University as well as their role in the case of a violent act causing a critical injury.

Community Safety Office (CSO)

- Wen-do courses
- Presentations on a variety of issues relating to personal safety or risk can be facilitated by request. These trainings can be offered in conjunction with Campus Police.

Sexual Violence Prevention and Support Centre

- Online and in-person training to members of the University Community about the *Policy on Sexual Violence and Sexual Harassment*

6. Investigating Incidents of Workplace Violence

When an incident of workplace violence is reported to the Office of the Vice-President, Human Resources & Equity, an investigation may be undertaken to gather the facts relating to the incident so that the University can respond appropriately. Each situation of workplace violence is, by definition, unique, and a variety of investigative techniques could be suitable. Accordingly, the investigation may proceed through one of several different mechanisms, depending upon contextual factors such as the subject-matter of the complaint and the parties involved in the complaint. For example, the alleged behaviour may fall under the purview of the [Policy on Sexual Violence and Sexual Harassment](#). Or, if a student engages in workplace violence, the incident may be investigated under the [Code of Student Conduct](#). Where an employee engages in workplace violence, the investigation will be conducted in accordance with human resources procedures.

In all cases investigations will be consistent with the relevant collective agreement, employment policy, student policies, and/or other agreement documenting the relationship between that individual and the University, as well as the *Occupational Health and Safety Act*.

Any employee who has been a victim of workplace violence or is alleged to have engaged in workplace violence will be advised of the process that will be followed if the matter is being investigated and will be provided with a fair process that will include an opportunity to meet with the investigator, an opportunity to respond to relevant statements made by the other party, and being advised of the outcome of the investigation in a timely manner. Please note that while employees have a right to be advised of the outcome of the investigation they will not generally be advised of the details of any sanction/remedial action against any other party.

It should be understood that the word “investigation” does not necessarily involve a full-scale, complex inquiry. Often, informal inquiries and discussion, with the views of the parties being solicited and assessed, will be sufficient.

While efforts are made to provide appropriate protection of the confidentiality of information obtained during the investigation process, anonymity is not possible. In almost all cases the person(s) against whom allegations of workplace violence have been made will need to know who is making the allegations in order to respond, and others will need to know information in order to process and respond to the complaint.

Any employee who has been a victim of workplace violence or is alleged to have engaged in workplace violence will be entitled to invite one support person to accompany them to any investigative interviews should they wish to do so. This person may be a representative from the employee’s union. The support person’s role will be

limited to support and that person will not be permitted to speak on behalf of the person being interviewed.

(k) Interim Measures

In some cases measures may be put in place to separate parties during an investigation. For example, reporting structures may be changed or an individual alleged to have committed workplace violence may be placed on an administrative, non-punitive suspension during the investigation. For example, an employee might be placed on a leave of absence or a suspension, either with or without pay. A student might be subject to interim measures under the *Code of Student Conduct*. In all cases such measures will be in accordance with the relevant agreement documenting the relationship between that individual and the University (e.g., employment contract, collective agreement, residence agreement, student contract, consulting agreement, etc.).

(l) Penalties and Sanctions

An employee who is found to have subjected another employee to workplace violence may be subject to disciplinary action up to and including the termination of their employment.

A student who is found to have subjected any employee to workplace violence may be subject to sanctions or other consequences under the *Code of Student Conduct*.

Others who are found to have subjected any employee to workplace violence will be subject to penalties that are appropriate in view of their relationship to the University.

Criminal conduct may be subject to action under the *Criminal Code of Canada* or other statutes.

(m) Reprisals

There will be no reprisals against persons who, in good faith, raise issues under this Program.

(n) Vexatious or bad faith use of Program

There may be disciplinary consequences or sanctions for utilizing this Program in a way that is in bad faith or is vexatious.

7. Appendix “A”

(o) Related Laws, Policies and Guidelines

Ontario Laws

Ontario laws and their regulations can be found here: <http://www.ontario.ca/laws>

[*Occupational Health and Safety Act*](#)

[*Human Rights Code*](#)

Federal Laws

[*Criminal Code*](#)

University of Toronto Policies

[*Policy with Respect to Workplace Violence*](#)

[*Policy with Respect to Workplace Harassment*](#)

[*Policy on Crisis Preparedness and Response*](#)

[*Policy on Disruption of Meetings*](#)

[*Statement on the Bearing of Firearms*](#)

[*Health and Safety Policy*](#)

[*Police Policy*](#)

[*Policy on Sexual Violence and Sexual Harassment*](#)

[*Statement on Human Rights*](#)

[*Statement of Institutional Purpose*](#)

[*Statement on Prohibited Discrimination and Discriminatory Harassment*](#)

[*Code of Student Conduct*](#)

University of Toronto Guidelines

[Guideline for Employees on Concerns and Complaints Regarding Prohibited Discrimination and Discriminatory Harassment](#)

[Human Resources Guideline on Civil Conduct](#)

8. Appendix B

(p) Campus Resources

Campus Community Police:

St. George - [Campus Police](#)
416.978.2222

Scarborough - [Campus Community Police](#)
416.978-2222

Mississauga – [Campus Police Services](#)
905.569.4333

Escorted Campus Travel programs:

[St. George Travel Safer](#) – call 416.978.SAFE (7233)

[UTSC Travel Safer](#) – call 416.287.7022

[UTM WalkSafer](#) – call 905.607.SAFE (7233)

Work Alone programs:

[St. George Work Alone Program](#) – call 416.978.2323

[UTSC Lone Worker Program](#) – call 416.287.7398

[UTM Work Alone Program](#) – call 905.828.5200

Community Safety Office

Health & Well-Being Programs & Services

[Employee and Family Assistance Program](#): (Offers free confidential short-term counselling to eligible employees and their dependents for personal, family, and work-related problems).

[Sexual Violence Prevention and Support Centre](#)

416.978.2266

thesvpcentre@utoronto.ca

Services available to students:

(For employees who are also students)

[St. George Student Life Programs and Services](#)

[UTSC Department of Student Life](#)

[UTM Student Life](#)

(q) Communication systems

- [University Emergency Alert System](#) – provides emergency alerts to subscribers' cell phones