



FOR APPROVAL

PUBLIC

OPEN SESSION

TO: Business Board

SPONSOR: Kelly Hannah-Moffat, Vice-President, People Strategy, Equity & Culture, 416-978-4865, vp.psec@utoronto.ca

CONTACT INFO:

PRESENTER: Same as above

CONTACT INFO:

DATE: January 14, 2022 for February 2, 2022

AGENDA ITEM: 14(c)

ITEM IDENTIFICATION:

Annual Review of the Policy with Respect to Workplace Violence

JURISDICTIONAL INFORMATION:

Under Section 5 of its Terms of Reference, the review of this policy falls within the Business Board’s areas of responsibility:

“Monitoring and recommending policy on the occupational health and safety of members of the staff of the University and other policy pertaining to the health and safety of all members of, and visitors to, the University except for those matters falling within the terms of reference of the University Affairs Board.”

And under Section 5.12 (“Health and safety”) of its Terms of Reference, the Business Board also has responsibility for “approval of policies concerning the health and safety of members of the University and its visitors.”

The Occupational Health and Safety Act requires this policy to be reviewed on an annual basis. The review has been conducted by staff reporting to the Vice-President, People Strategy, Equity & Culture

GOVERNANCE PATH:

- 1. Business Board [For Approval] (February 2, 2022)**

PREVIOUS ACTION TAKEN:

The Policy with Respect to Workplace Violence was introduced and approved by Governing Council on May 13, 2010. It was amended October 26, 2017, to incorporate the Policy on Sexual Violence and Sexual Harassment, and further amended and approved by Governing Council April 2, 2020 to change the language to be gender neutral and update names and links to other policies and related documents.

HIGHLIGHTS:

Under the Occupational Health & Safety Act, Section 25, An Employer is expected to prepare and review, at least annually, a written workplace violence policy and develop and maintain a program to implement that policy. There are no substantive changes to the policy this year.

FINANCIAL IMPLICATIONS:

Not applicable.

RECOMMENDATION:

Be It Resolved

THAT the University of Toronto Policy with Respect to Workplace Violence, a copy of which is attached, be confirmed in its current form without amendments.

DOCUMENTATION PROVIDED:

- Policy with Respect to Workplace Violence



UNIVERSITY OF TORONTO

University of Toronto
Governing Council

Policy with Respect to Workplace Violence

May 13, 2010

(amended April 2, 2020)

To request an official copy of this policy, contact:

The Office of the Governing Council
Room 106, Simcoe Hall
27 King's College Circle
University of Toronto
Toronto, Ontario
M5S 1A1

Phone: 416-978-6576

Fax: 416-978-8182

E-mail: governing.council@utoronto.ca

Website: <http://www.governingcouncil.utoronto.ca/>

POLICY WITH RESPECT TO WORKPLACE VIOLENCE

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 Policy applies to activities that occur while on University of Toronto premises and to work-related activities or social events occurring off-campus. Conduct that occurs online can constitute workplace violence.

If you are the victim of or a witness to a violent incident at work, as soon as safely possible contact:

- **Campus Police at:**
 - **416-978-2222** (St. George)
 - **416-287-7333** (UTSC)
 - **905-569-4333** (UTM)

or

- **911 (9-911 from a campus telephone)**

You may also contact the Community Safety Office at 416-978-1485 to discuss safety concerns.

If you are the victim of or a witness to a incident of sexual violence at work, you may also contact the Sexual Violence Prevention and Support Centre at 416-978-2266 to discuss available services and supports and options for making a formal report to the University and/or to Police.

What is workplace violence?

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

"Workplace violence" means,

- (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.

Workplace violence may constitute sexual violence. Please refer to the University of Toronto Policy on Sexual Violence and Sexual Harassment

<http://www.governingcouncil.lamp4.utoronto.ca/wp-content/uploads/2016/12/p1215-poshsv-2016-2017pol.pdf> or contact the Sexual Violence Prevention and Support Centre at 416-978-2266 or thesvpcentre@utoronto.ca.

Penalty

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

A student who subjects any employee to workplace violence will be subject to penalties under the *Code of Student Conduct*.

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

Program

The University has developed and maintains a Workplace Violence Program to implement this Policy which can be found online at <https://ehs.utoronto.ca/wp-content/uploads/2015/10/U-of-T-Workplace-Violence-Program.pdf>.

Related Documents

In applying this Policy, the University is committed to acting conscientiously and in keeping with applicable legislation as well as its own policies and guidelines. These include, for example:

- Ontario *Occupational Health and Safety Act*
- Ontario *Human Rights Code*
- University of Toronto *Code of Student Conduct*

- University of Toronto *Policy on Sexual Violence and Sexual Harassment*
- University of Toronto *Workplace Violence Program*
- University of Toronto *Workplace Harassment Program (Guideline for Employees on Concerns and Complaints Regarding Prohibited Discrimination and Discriminatory Harassment (“Discrimination Guideline”)) and Human Resources Guideline on Workplace Harassment and Civil Conduct (“Civility Guideline”))*
- University of Toronto *Policy on Crisis and Routine Emergency Preparedness and Response*
- University of Toronto *Statement on Human Rights*
- University of Toronto *Statement of Institutional Purpose*
- University of Toronto *Statement on Prohibited Discrimination and Discriminatory Harassment*

*May 13, 2010, approved by Governing Council
Amended October 26, 2017
Amended April 2, 2020*

Last annual review conducted: February 2022

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