



**FOR APPROVAL**

**PUBLIC**

**OPEN SESSION**

**TO:** Business Board

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

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

**DATE:** January 21, 2026, for January 28, 2026

**AGENDA ITEM:** 6 (b)

**ITEM IDENTIFICATION:**

Annual Review of the University of Toronto *Policy with Respect to Workplace Violence*

**JURISDICTIONAL INFORMATION:**

Under Section 5 of its Terms of Reference, the review of the University of Toronto *Policy with Respect to Workplace Violence* 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] (January 28, 2026)**

## **PREVIOUS ACTION TAKEN:**

The University of Toronto *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 University's *Policy on Sexual Violence and Sexual Harassment* and further amended and approved by Governing Council on April 2, 2020 to make its language gender neutral and to update names and links to other policies and related documents.

## **HIGHLIGHTS:**

This year's review of the Policy resulted in changes to its format, language, definitions, and supporting references. None of these changes impacts the Policy's intent or scope. The revisions were made in consultation with the Office of University Counsel, the Workplace Investigations Office, Environmental Health and Safety, and the Office of Safety and High Risk.

### **Format**

The policy has been reformatted within a standard policy template and includes the following details: the original approval and effective date of the Policy (May 13, 2010);

- the most recent and next annual review dates; and
- the dates and details of any changes.

Previously, only the effective and approval dates of the Policy changed each year. The new format is consistent with the documentation of other annual policy reviews, such as the *Health and Safety Policy* and *Policy with Respect to Workplace Harassment*. This system affirms an annual review has taken place and clarifies what (and when) changes have been made, if any.

### **Language and Supporting References**

For clarity, language has been revised to refer to workplace violence as "conduct" rather than "activities." Other language has been updated, such as removing the obsolete reference to dialing "9" on campus phone lines.

Instructions have been added for contacting an employee's immediate supervisor following a reported incident, and options for contacts for incidents that do not require immediate response have been added, using language from the Workplace Violence Program.

Links have been updated and/or references added to reflect current supporting documents, including the revised *Policy on Sexual Violence and Sexual Harassment*, the Workplace Violence Prevention Program, and the Annual Workplace Violence Risk Assessment.

**FINANCIAL IMPLICATIONS:**

Not applicable.

**RECOMMENDATION:**

Be It Resolved

THAT the amendments to the University of Toronto Policy with Respect to Workplace Violence be approved, effective January 28, 2026.

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**DOCUMENTATION PROVIDED:**

- University of Toronto *Policy with Respect to Workplace Violence* (tracked changes version)
- University of Toronto *Policy with Respect to Workplace Violence* (clean version)



## UNIVERSITY OF TORONTO GOVERNING COUNCIL

### Policy with Respect to Workplace Violence

<u>Initial Approval Date</u>	<u>May 13, 2010</u>
<u>Approving Authority</u>	<u>Business Board</u>
<u>Effective Date</u>	<u>May 13, 2010</u>
<u>Responsible Office</u>	<u>Vice-President, People Strategy, Equity &amp; Culture</u>
<u>Last Annual Review Date</u>	<u>January 28, 2026</u>
<u>Next Annual Review Date</u>	<u>January 2027</u>

#### **POLICY**

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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 conduct that occurs while on University of Toronto premises, and at 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**

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

Employees with concerns regarding workplace violence that do not require an immediate response should contact one of the following for advice and assistance:

- **Your supervisor** (or, if your concern involves your supervisor, you may contact someone at a more senior level of the department or division)

- **Your human resources office** (see <https://people.utoronto.ca/contact/> for a list of HR offices and their contact information)
- **Workplace Investigations Office** (see [Raise a Workplace Concern or Complaint – The Division of People Strategy, Equity & Culture for their contact information](#)).
- Community Safety Office at 416-978-1485 or [community.safety@utoronto.ca](mailto:community.safety@utoronto.ca)

If you are the victim of or a witness to an incident of sexual violence at work, you may also contact the Sexual Violence Prevention and Support Centre at 416-978-2266 or [thesvpcentre@utoronto.ca](mailto:thesvpcentre@utoronto.ca) 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* or contact the Sexual Violence Prevention and Support Centre at 416-978-2266 or [thesvpcentre@utoronto.ca](mailto: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://people.utoronto.ca/wp-content/uploads/2025/04/Workplace-Violence-Prevention-Program-2024.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*
- University of Toronto [Annual Workplace Violence Risk Assessment](#)

## REVISION HISTORY AND UPDATES

Date	Description of Change
<p><a href="#">January 28, 2026</a></p>	<ul style="list-style-type: none"> <li>• Reformatted to policy template.</li> <li>• Revisions to language for clarity, i.e., “activities” to “conduct”, remove obsolete “9-911”, etc.</li> <li>• Added next step after immediate response and added a list of contacts for incidents that do not require an immediate response.</li> <li>• Updated SVSH policy link and link for Workplace Violence Program.</li> <li>• Added Workplace Violence Risk Assessment as related document.</li> <li>• Added section for revision history and updates.</li> </ul>
<p>April 2, 2020</p>	<ul style="list-style-type: none"> <li>• Addition of statement that conduct that occurs online can constitute workplace violence.</li> <li>• Change “sexual violent incident” to “incident of sexual violence”</li> <li>• Change to gender neutral language in the Penalty Section.</li> <li>• Updated link in Program Section.</li> <li>• Updated name of Policy on Crisis and Routine</li> </ul>

	Emergency Preparedness and Response
October 26, 2017	<ul style="list-style-type: none"><li>• New paragraph added with reference and link to new <i>Policy on Sexual Violence and Sexual Harassment</i>.</li><li>• Provides alternative contact if the complaint is against the supervisor.</li><li>• Updated language to the Program section with new links to guidelines.</li><li>• Added references and links to new related documents:<ul style="list-style-type: none"><li>○ University of Toronto Workplace Harassment Program</li><li>○ Discrimination Guideline</li><li>○ Civility Guideline</li><li>○ University of Toronto Policy on Sexual Violence and Sexual Harassment</li></ul></li></ul>

## KEYWORD INDEX

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Workplace Violence  
Occupational Health and Safety Act

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## UNIVERSITY OF TORONTO GOVERNING COUNCIL

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