



## King's University College Student ' Council

### VIOLENCE AND HARASSMENT PREVENTION POLICY

<b>EFFECTIVE</b>	April 29, 2024	<b>SUPERSEDES</b>	N/A
<b>AUTHORITY</b>	The Board of Directors	<b>RATIFIED BY</b>	The Board of Directors

#### PURPOSE

King's University College Students' Council (KUCSC) is committed to building and preserving a safe, productive, and healthy environment for its hired, elected and volunteer positions, and those who come into contact with individuals within those positions.

Acts of violence or harassment are neither condoned nor tolerated by the organization. This policy outlines the organization's commitment to preventing violence and harassment, including how incidents of violence and harassment are handled and investigated.

#### RELATED

By-Law #1

#### SCOPE

This Policy applies to all KUCSC members which includes Council members, and Club members associated with KUCSC.

It applies to all workplace harassment from all sources including the public.

This Policy is not intended to be applied to students out of the KUCSC.

#### DEFINITIONS

**Complainant:** A person who has made a complaint about another individual who they believe committed an act of violence or harassment against them.

**Respondent:** A person whom another individual has accused of committing an act of violence or harassment.

**Workplace harassment:** 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 workplace sexual harassment. Harassment does not include legitimate performance management issues, or a reasonable action taken by the KUCSC Executive relating to the management and direction of members.

**Workplace sexual harassment:** Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity, or gender



## King's University College Student ' Council

### VIOLENCE AND HARASSMENT PREVENTION POLICY

expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or 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.

**Domestic Violence:** is deliberate and purposeful violence, abuse and intimidation perpetrated by one person against another in an intimate relationship. It occurs between two persons where one has power over the other, causing fear, physical and/or psychological harm. It may be a single act or a series of acts forming a pattern of abuse.

If KUCSC is aware, or ought reasonably to be aware, that domestic violence may occur in the workplace KUCSC will take every precaution reasonable in the circumstances to protect a worker at risk of physical injury.

**Workplace violence:** The exercise of, or attempt to exercise, 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.

For the purposes of this policy, workplace harassment or violence can occur:

- In the Student Life Centre
- At a KUCSC related social functions and events
- In the course of work assignments outside the Student Life Centre
- During KUCSC related travel
- Over the telephone, if the conversation is KUCSC related
- Elsewhere, if the person is there as a result of KUCSC related responsibilities or a KUCSC related relationship.

Reasonable day-to-day actions by a KUCSC Executive member that help manage, guide, or direct KUCSC members or KUCSC performance reviews, counselling, or discipline by a KUCSC Executive do not constitute harassment.

#### **GUIDELINES**

##### **Responsibilities**

The President of KUCSC is responsible for administering the provisions in this policy. In the event the President is conflicted the General Manager will be responsible for administering this policy.

If the General Manager is the respondent or compromised in any other way the KUCSC Board of Directors will be responsible for administering this policy.



## King's University College Student ' Council

### VIOLENCE AND HARASSMENT PREVENTION POLICY

King's University College Students' Council has a duty to:

- 1) Post a copy of this policy in the KUCSC office
- 2) Investigate all incidents and complaints for workplace violence and harassment under the direction of the President or other as identified above.

All KUCSC members are expected to:

- 1) Work in compliance with this policy, all applicable legislation and all policies and procedures related to workplace violence and harassment prevention
- 2) Report all instances of workplace violence and harassment they become aware of to the President
- 3) Never commit acts of workplace violence or harassment;
- 4) Respect the dignity and human rights of others. All Members are responsible for conducting themselves in a way that ensures others are able to function free from harassment and discrimination

#### **Risk Assessment and Prevention**

KUCSC conducts a risk assessment of the work environment to identify potential risks that could affect the organization and the health and safety of its members and institutes measures to eliminate or control any identified risks to members health and safety.

The following factors are considered during the assessment:

- Past incidents of violence
- Violence that is known to occur in similar workplaces
- The circumstances in which work takes place, including the type of work and conditions of work
- The interactions that occur in the course of performing work
- The physical location and layout of the workplace.

#### **Reporting Incidents of Workplace Violence and Harassment**

A member who believes they have been subject to violence or harassment should submit a complaint to the KUCSC President. The complaint should be made as soon as possible after the incident and must include the following information:

- The date and time of the incident
- The name of any persons involved in the incident
- The name of any persons who witnessed the incident



## King's University College Student ' Council

### VIOLENCE AND HARASSMENT PREVENTION POLICY

- A thorough description of what occurred

A member who believes they have been subject to harassment may also choose to confront the harasser without filing a complaint. They can confront the harasser directly or through writing, detailing the unwelcome behaviour and requesting it to stop.

If a student believes they have been subject to violence and/or harassment they must report their complaint to the King's College Dean of Students. *(add link to Kings Violence and Harassment policy)*

If the alleged harasser is the KUCSC President, or in a position of power, the complainant is welcome to file a complaint with General Manager or Vice President of Student Affairs.

The President must report all complaints of violence or harassment to the Dean of Student Affairs at King's University College.

#### **Immediate Assistance Procedures**

The following measures and procedures should be followed when an incident of violence has occurred or is likely to occur and immediate assistance is required:

- Place an immediate call to Campus Security AND/OR
- Place an immediate call to emergency services by dialing 911.

The organization provides appropriate assistance to any member who is a victim of violence or harassment. KUCSC recommends that the member who has been harmed as a result of an incident of violence at the workplace consult their healthcare provider for treatment or referral for post-incident counselling, if appropriate.

*Kings College and UWO also provide assistance to all students through counselling services.*

#### **Investigation Procedures**

Once a complaint has been received by the President, KUCSC completes a thorough investigation as soon as possible. The President will contact an external third party Human Resource Professional for direction on next steps. The investigation includes:

- Informing the respondent of the complaint;
- Interviewing the complainant and any persons involved in the incident;
- Identifying and interviewing any witnesses; and
- Obtaining statements from all parties involved.

All of the above information is documented and used to determine whether an incident of violence or harassment occurred. The President conducts or oversees the investigation.



## King's University College Student ' Council

### VIOLENCE AND HARASSMENT PREVENTION POLICY

A copy of the complaint, detailing the complainant's allegations is provided to the respondent, who is invited to reply in writing to the complainant's allegations. The reply is made known to the complainant before the case proceeds.

The organization takes all measures to prevent any disclosure of the incident and the identities of the parties involved, unless the disclosure is required for the investigation, for taking corrective action, or by law.

#### **Results of Investigation**

Upon completion of an investigation, the President provides both the complainant and respondent a written summary of the results of the investigation and any corrective action that has been or will be taken. This written notification is provided within 10 business days of the investigation being completed and does not include the investigation report unless required by law.

The President will present the investigation findings and their recommendation to the Board of Directors. The Board will then vote on the control measures that will be taken and ensure they are implemented to eliminate or control the risk of violence or harassment to a member as a result of the investigation. These control measures are determined on a case-by-case basis. Any control measures enacted are communicated to the complainant and respondent, as well as any other members the measure affects.

#### Disciplinary Measures

If the organization determines that a member has been involved in an incident of violence or harassment towards another member, the Board will vote on the disciplinary action that will be taken, up to and including termination. Any disciplinary action determined by the Board will be proportional to the seriousness of the behaviour or action involved in the incident.

In the event of a serious act of violence the President has the authority to immediately terminate the member from their role and involvement with all KUCSC functions.

#### Recordkeeping

KUCSC ensures that appropriate records of complaints and investigations relating to incidents of violence and workplace harassment are kept, including:

- A copy of the complaint or details about the incident;
- Any records related to the investigation, including notes;
- A copy of the investigation report (if applicable);
- A summary of the investigation results, including what was provided to the complainant and respondent; and
- A copy of any corrective action taken to address the complaint or incident.



## King's University College Student ' Council

# VIOLENCE AND HARASSMENT PREVENTION POLICY

### **Fraudulent or Malicious Complaints**

It is a violation of this policy for anyone to knowingly make a false complaint, or to provide false information about a complaint. Unfounded or frivolous allegations may cause both the respondent and the organization significant damage. Any member who knowingly makes a false allegation related to violence or harassment will be subject to immediate disciplinary action up to and including termination of employment.

### **Confidentiality**

KUCSC does not disclose the name of a complainant or a respondent or the circumstances related to the complaint to any person except where disclosure is necessary to investigate the complaint or take corrective action with respect to the complaint, or where required by law. The organization only discloses the minimum amount of personal information or details necessary for these purposes.

All records of harassment, and subsequent investigations, are considered confidential and are not disclosed to anyone except to the extent required by law. The organization does everything reasonably possible to protect the privacy of any individuals involved and to ensure that complainants and respondents are treated fairly and respectfully.

### **Training**

KUCSC ensures all Executive members are trained and educated on violence and harassment and that they are clear about their roles and responsibilities as well as this policy and its procedures. In addition, a copy of this policy is made available to all workers.

KUCSC provides workers with training and education, which include:

- How to recognize a potentially violent situation;
- Procedures, work practices, administrative arrangements, and engineering controls that have been developed to mitigate the associated risks;
- Appropriate responses to incidents of violence and harassment, including how to get help when required; and
- How to report incidents of workplace violence and harassment.

### **Review**

KUCSC reviews and, where necessary, revises this policy annually, or sooner if there is a change in circumstances that could affect members health and safety. Any changes are communicated to members and a copy of the updated policy will be made available.



## King's University College Student ' Council

# VIOLENCE AND HARASSMENT PREVENTION POLICY

### PROCEDURAL AUTHORITY

- 1) Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Board of Directors.
  - a. The scope of such Procedures is limited to the scope of this policy.
  - b. In the event of any conflict, this Policy supersedes any documents created under it.

### POLICY REVISIONS

Revision Date	Details of Revision	Release Date	Authorization
April 2024	Complete rewrite of existing policy.		