

Section:	Health, Safety and Environment (HS)
Subject:	Health, Safety and Environment
Legislation:	<i>Occupational Health and Safety Act (SA 2017 c0-2.1) and related legislation; Criminal Code, R.S.C.1985, c.C-46.</i>
Effective:	May 27, 2008
Revision:	June 25, 2013; September 1, 2016 (reformatted); April 24, 2019, December 11, 2024

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to ensure that SAIT neither accepts nor tolerates violent acts or threats of violence in its workplace or learning environments. In particular, SAIT will neither accept nor tolerate any violent acts or threats of violence by members of the SAIT community while on SAIT premises or at SAIT-sponsored events or activities.

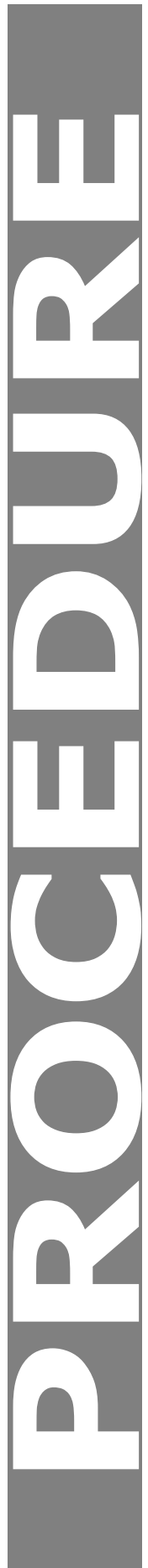
PROCEDURE

DEFINITIONS

Behavioural Intervention Team (BIT) This team guides and directs an institutional response to reports of student behaviours of concern and assesses whether a reported behaviour constitutes a risk or threat to the SAIT community. It consists of representatives from Safety and Community Services, Student Development and Counselling, Human Resources and the Office of the Registrar, and may include other members of the SAIT community as required, including administrative support.

Complainant A member of the SAIT community or a visitor to SAIT who makes a report of having been subjected to an act or threat of violence by a member of the SAIT community.

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Domestic Violence

A single act of violence, or a number of acts forming a pattern of behavior in a personal relationship, that is used to gain or maintain power and control over another.

Emergency Management Response Team (EMRT)

Assesses any emergency on the SAIT campus or in relation to any SAIT business initiatives and determines the best course of action, implementing tactics and deploying resources as necessary.

Employee

A person on SAIT’s payroll, whether paid by annual salary or hourly wage.

Management

An academic chair/coordinator, manager, associate dean/director, dean/director, associate vice president, vice president or president and CEO.

Respondent

A member of the SAIT community alleged to have committed an act of violence or a threat of violence.

SAIT campus

SAIT’s main campus and all satellite campuses, including virtual/digital campuses.

SAIT community

Employees, members of the SAIT’s Board of Governors, SAIT student association employees, students, contractors, consultants, agents, and volunteers.

Student

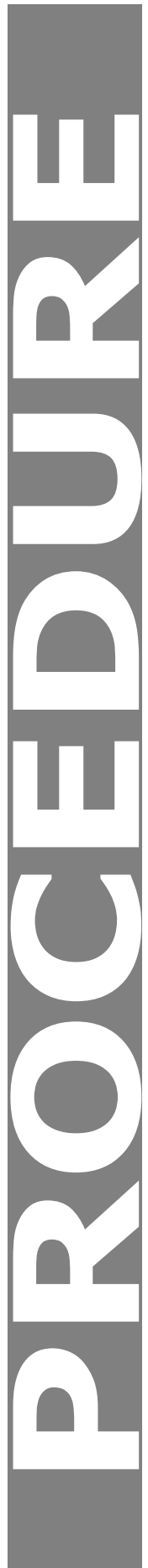
A person currently enrolled in a SAIT program or course.

Violence

The threatened, attempted or actual conduct of a person, related to the workplace or learning environment, that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence. It includes without limitation:

- physical assault.
- threats of violence, verbal or written.
- gestures or acts of aggression towards an individual that create fear or mistrust in that individual, or that comprise or devalue that individual.
- harassment in any communication or actions whether direct or indirect which causes another person to fear for their safety or the safety of another.

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Workplace and learning environment

Any physical or electronic environment where SAIT-related activities take place or where SAIT conducts business.

GOVERNING PRINCIPLES

1. SAIT is committed to the prevention of violence, including sexual violence and domestic violence taking place within the workplace and learning environment. SAIT will take reasonable steps to protect the SAIT community from potential hazards associated with violence through the implementation of preventive measures, policies and procedures, and institutional safety controls.
2. This procedure applies to all members of the SAIT community while engaged in any activity related to their employment, contract, studies or association with SAIT. It applies to:
 - a) The workplace and learning environment both on and off the SAIT campus (for example, home offices, SAIT-sponsored functions, SAIT supported initiatives, business trips, conferences, social gatherings online communications and telephone calls).
 - b) SAIT-related educational activities, such as field trips or study abroad activities and work-integrated learning sites.
3. Members of the SAIT community are responsible for creating a respectful working and learning environment free from violence. This includes refraining from actions and behaviours that might constitute violence.
4. SAIT considers acts of violence by any member of the SAIT community to be a serious breach of policy and SAIT's [FIRST Principles](#). Any acts of violence committed by or against members of the SAIT community while on SAIT premises or at SAIT-sponsored events or activities will not be tolerated and may result in disciplinary action.
5. A member of the SAIT community who witnesses an act of violence should report the incident to Campus Security at 403.284.4000 or by calling 911. It is recognized that a witness might also report elsewhere, including to the Office of Community Conduct and/or the Human Resources Department. The office that receives a witness report will advise the Safety and Community Services Department of that report.
6. A member of the SAIT community who is experiencing violence in their personal life and who believes that this violence may carry over to SAIT's workplace or learning environment and may place themselves or other members of the SAIT community in an

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unsafe environment is strongly encouraged to discuss this with their supervisor, manager, academic chair, Human Resources or Safety and Community Services.

7. SAIT will investigate and take appropriate corrective actions to address all reported incidents of violence in the workplace or learning environment and domestic violence where it becomes a workplace hazard. See section B.2 for further information on investigation processes.
8. Confidentiality will be maintained to the extent practicable and appropriate under the circumstances, and as permitted by law.
9. This procedure does not prevent a complainant from proceeding through other outside available or legal means, or reporting the matter directly to the police.
10. This procedure does not apply to:
 - a) Behaviour constituting harassment or discrimination, as this is addressed in procedure [HR 4.10.1 Respectful Working and Learning Environment](#).
 - b) Behaviour constituting sexual assault, sexual violence, or gender-based violence, as this is addressed in procedure [HS.1.6.3 Sexual Assault, Sexual Violence and Gender-Based Violence](#).
 - c) Student behaviour falling under procedure [AC.3.4.4 Student Non-Academic Conduct](#) and/or [AC.3.4.5 Student Behaviours of Concern](#).
11. SAIT will review this procedure every three years or more frequently as required by SAIT's joint health and safety committee.

PROCEDURE

A. Safety Assessment

1. Management will assess the risk of violent acts and/or the potential for violence, including domestic violence, where members of the SAIT community work and/or study, so that they are not subject to or participate in workplace violence. This includes but is not limited to arranging for hazard assessments of the potential risk of violence, and offering training on recognizing and responding to situations for the potential of violence where members of the SAIT community work and/or study, and working collaboratively to implement reasonable measures to address identified actual or potential violence risks.

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2. SAIT may use the BIT for a safety assessment or to investigate reported student behaviours of concern.
3. SAIT may use the Emergency Management Response Team (EMRT) to assess any emergency related to violence on campus and determine the best course of action as necessary.

B. Report of Violence

1. Any member of the SAIT community who witnesses and/or experiences a violent act or threat of violence can initiate a report under this procedure. In the case of an act or threat of violence involving an imminent risk of harm to self or others call 911 and Campus Security at 403.284.8000.
2. A report can be made as follows:
 - a) A report involving a student respondent should be made to the Office of Community Conduct. The report will be investigated and managed according to procedure [AC.3.4.4 Student Non-Academic Conduct](#).
 - b) A report involving a SAIT employee respondent should be made to Human Resources. The report will be investigated and managed according to this procedure. Note that if a report involves a bargaining unit employee as either the complainant or the respondent, and if the terms of their collective agreement apply to the circumstances, the collective agreement provisions will prevail as appropriate unless otherwise agreed by SAIT and the applicable union.
 - c) A report can be made to the Safety and Community Services (SCS) department, which will direct reports involving students or employees to the Office of Community Conduct or to Human Resources respectively. SCS will determine the appropriate investigative process for reports involving a member of the SAIT community who is not a student or employee and will consider the needs of the ongoing safety of the SAIT community.
 - d) A report involving a respondent who is not a member of the SAIT community should be made to Calgary Police Services.
3. A complainant may pursue other processes external to SAIT against the respondent, such as civil and criminal complaints, in addition to submitting a report to SAIT.

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4. SAIT shall deal with all reports of violence in a fair, unbiased, and timely manner and in accordance with relevant collective agreements and with other applicable procedures, including procedure [AC.3.4.4 Student Non-Academic Conduct](#). The investigative process should normally conclude within 45 business days after the initial complaint is filed, as is reasonably possible. Specific timelines are set out in the referenced procedures.
5. Employees investigating reports will apply trauma-informed principles to those investigations. They are required to treat the complainant with compassion, dignity, and respect, and should be sensitive to this individual's identity and cultural context.
6. The SAIT department investigating the report will provide the complainant and the respondent with reasonable periodic updates about the status of the investigation.
7. SAIT will advise the complainant about the length of time that may be required to institute these measures and will periodically update the complainant on the measures taken. These measures may include but are not limited to:
 - a) Implementing alternate academic or workplace accommodations and arrangements, such as extensions, excused absences, alternative assignments in courses or modified duties and/or working location in the workplace.
 - b) Implementing a no-contact/no-communication ban between the complainant and the respondent to limit face-to-face contact as much as is reasonably possible.
 - c) Implementing voluntary measures to which the respondent has agreed.
 - d) Issuing a trespassing notice to a visitor who is not a member of the SAIT community, as per procedure [AD.4.2.1 Trespassing](#).
 - e) Limiting the respondent's role, privileges, or duties.
 - f) Supporting complainants who are pursuing peace bonds or restraining orders.
 - g) Temporarily restricting the respondent from the SAIT campus or from parts of the SAIT campus.
8. The investigative process will continue until its completion, even if the complainant and/or respondent is no longer a member of the SAIT community.
9. When the investigation is completed, the investigator will inform the complainant and respondent that the investigation is finished and will provide Human Resources, the

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Office of Community Conduct or Safety and Community Services, as applicable, with a report setting out the investigation's findings and recommendations. The applicable SAIT department will inform the complainant and respondent whether the allegation is substantiated or unsubstantiated. The investigative process will continue until its completion, even if the complainant and/or respondent is no longer a member of the SAIT community.

10. Applicable information from investigations may be used by Safety and Community Services to assist in identifying and implementing safety measures to eliminate or control the hazard of violence on campus, and/or for reporting purposes under legislation
11. If the complainant's report is substantiated, sanctions will be applied to the respondent as per procedure [HR.4.4.1 Corrective Action Procedures](#) and the applicable collective agreement (for a respondent who is an employee), as per procedure [AC.3.4.4 Student Non-Academic Conduct](#) (for a student respondent), or as otherwise determined by Safety and Community Services (for a respondent who is not a student or employee). Complainants cannot be advised of the specific sanctions applied to a respondent, due to confidentiality requirements.
12. Appeals of decisions involving student respondents are governed by procedure [AC.3.4.4 Student Non-Academic Conduct](#). This procedure sets out what decisions may be appealed, the grounds for an appeal, and the process and timelines to be followed in an appeal.
13. Appeals of decisions involving employee respondents are governed as follows:
 - a) Appeals of decisions involving employee respondents who are members of one of SAIT's unions are governed by the provisions of the relevant collective agreement.
 - b) Appeals of decisions involving employee respondents who are not members of one of SAIT's unions are governed by the processes under procedure [HR.4.4.1 Corrective Action Procedures](#).
 - c) For an appeal to proceed, it must usually be based on new information not available during the original process that may change the outcome of the case or on a breach of procedural fairness that occurred during the original process. This may be different in the case of appeals governed by a collective agreement.
14. Appeals involving complainants or respondents who are neither students nor employees should be directed to Safety and Community Services. For an appeal to proceed, it must usually be based on new information not available during the original

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process that may change the outcome of the case or on a breach of procedural fairness that occurred during the original process.

15. A high-level summary of the investigation and findings, maintaining the complete confidentiality of those involved, may also be shared with the Health, Safety, and Environment Council so any corrective action at the institution level may be considered.

C. Protection from Reprisals or Retaliation

1. No one shall retaliate, engage in reprisals, or threaten to retaliate against an individual for making a report in good faith under this procedure, for having participated or cooperated in an investigation or having been associated with someone who has proceeded under this procedure.
2. Anyone engaged in such conduct will be subject to the sanctions set out in procedure [HR.4.4.1 Corrective Action Procedures](#) (in the case of an employee), the non-academic misconduct provisions of procedure [AC.3.4.4 Student Non-Academic Conduct](#) (in the case of a student) or as otherwise determined by Safety and Community Services (in the case of a respondent who is not a student or employee).
3. A complaint made in bad faith or to purposely annoy, embarrass or harm the respondent may result in the complainant being subject to consequences as set out in procedure [HR.4.4.1 Corrective Action Procedures](#) or in the non-academic misconduct provisions of procedure [AC.3.4.4 Student Non-Academic Conduct](#), as applicable.

D. Support

1. Management will advise the complainant and respondent to contact Student Development and Counselling Services or the Employee and Family Assistance program, as applicable.
2. Members of the SAIT community who, as a witness, as a respondent, complainant of workplace and learning environment violence, may be experiencing adverse symptoms as a result of a violent act are encouraged to consider consulting Student Development and Counselling Services, the Employee and Family Assistance program, and/or a health care professional of their choice.

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E. Training and Awareness

1. Sait will provide clear guidance to community members on recognizing all forms of violence that may pose a hazard to the Sait community, Sait's measures to eliminate or control the hazard, and the process for reporting, investigating and documenting complaints of violence.
2. Management is responsible for ensuring that employees are aware of this policy and procedure.

POLICY/PROCEDURE REFERENCE

HS.1.2 [Prevention of Violence policy](#)

PROCEDURE

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Old content from current procedure that has been removed and replaced with new content in sections B and C.

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