
Type:	C – Institutional	Last Approved: May 29, 1997
Executive Responsibility:	Vice-President Administration & Finance	Next Review: April, 2012
Administrative Responsibility:	Manager, Human Resources	Procedure:

STATEMENT:

Vancouver Island University is committed to actively encouraging the prevention of violence in the workplace and to the promotion of a violence free environment. Any act of violence against employees and/or students is unacceptable and will not be tolerated.

The Vancouver Island University Executive is determined to promote working conditions which will reduce or eliminate the potential for violent incidents to occur within its operations or facilities.

Therefore:

1. A Workplace Violence Prevention Program (WVPP) will be developed and implemented that will establish and maintain adequate standards for the prevention of violent incidents within the University operations. Procedures will be established to ensure that this topic is adequately addressed in a proactive manner.
2. Members of the Vancouver Island University community who perform supervisory duties will ensure that employees are adequately trained in the recognition and management of potentially violent incidents
3. Every member of the Vancouver Island University campus community is obliged to report threats or incidents of violence, follow prescribed procedures for the management of such incidents, and willingly participate in the investigation, control and elimination of such occurrences.
4. Reported incidents of violence will be promptly investigated by designated individual(s) in an objective and sensitive manner.

Corrective action necessary to prevent the recurrence of similar incidents will have the highest priority.