What should you do if you experience violence?
- In case of immediate physical threat, go to a safe place, call the police (911), then call Security (416-736-5333) and contact your Management Supervisor.
- If the threat is not immediate, report it to your Management Supervisor.

How will the University respond to your concern?
- In the case of immediate physical threat, the police and/or security will investigate.
- In the case on non-immediate threat, your manager may try to resolve the concern informally which includes a meeting with appropriate parties and documenting the concern.
- If the concern is not resolved informally, a Formal Investigation process will be initiated.

How is it ensured that the Formal Investigation process is fair?
- The Complainant, Respondent (the accused) and Witness(es) will be provided with a copy of the information they provided during the course of the investigation.
- The Respondent will be informed of any and all allegations.
- The Respondent will be provided with the opportunity to respond.
- An impartial and trained investigator will conduct the investigation and provide the outcome in writing.
- In the event of conflict of interest, appropriate measures will be taken.

Confidentiality
The identities of all complainants, respondents and witnesses, and the nature of the complaint itself will be kept confidential and only persons with a need to know will be informed.

For more detailed information on the Workplace Violence Prevention Program and Policy, refer to the Department of Occupational Health and Safety website:
http://www.yorku.ca/dohs/programs.htm
Policy
1. York University is committed to protecting all persons working for York University and shall take reasonable precautions to prevent workplace violence.

2. York University shall assess, and reassess as necessary, the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.

3. Anyone who engages in workplace violence shall be subject to complaint procedures, investigation, remedies, sanctions and discipline up to and including termination.

What is Workplace Violence?
Under the *Occupational Health and Safety Act*, workplace violence means:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- 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

What are examples of violence?

- threatening behaviour – shaking fists in front of a worker
- verbal or written threats – e.g. “you better watch your back …”
- physical attacks – hitting, shoving, pushing
- domestic violence that would likely expose a worker to physical injury at the workplace.

It is a shared responsibility for everyone to:

- create and maintain an environment free of workplace violence
- make every effort to work towards resolution of complaints
- bring to the attention of your supervisor or manager, if you witness an act of violence
- ensure the preservation of a productive, safe and peaceful learning environment

Responsibility of Each Worker:

- Be a role model with respect to appropriate conduct at work and promote a non-violent workplace
- Provide input as requested to assess specific risk factors of workplace violence.
- Cooperate with the employer exercising duties imposed by this program
- Abide by the requirements of this program and applicable procedures, e.g., attend training on Workplace Violence Prevention Awareness and other relevant training.
- Report any incidents of workplace violence that have been experienced or witnessed