



The Red River Valley School Division Board of Trustees believes that employees should be entitled to work in an environment that is free of violence and the threat of violence.

An employee who exhibits violent behaviour will be subject to disciplinary action up to and including dismissal and may be subject to criminal charges.

Violent threats or actions by non-employees at Red River Valley School Division sites and/or events may also result in criminal charges.

Violent behaviours from students to employees may be subject to a Threat Assessment which may also include recommendations by the Student Services Department. Results of a Threat Assessment will determine what, if any, further action will be taken.

Other violent behaviours from students to employees will result in a team meeting involving both school and clinical staff in order to determine whether new or altered appropriate programming is required for that student.

### **Definitions**

**Workplace Violence** is a behaviour in which an employee, former employee, volunteer, student or visitor in or to one of our workplaces or workplace events inflicts or threatens to inflict damage to property, serious bodily harm, injury or death to others at the workplace.

**Threat** is the implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.

**Intimidation** is the act of making others afraid or fearful through threatening behaviour.

Violence in the workplace (including in parking lots, or other exterior premises or while engaged in activities for Red River Valley School Division) includes, but is not limited to the following list of prohibited behaviours directed at or by a supervisor, co-worker, volunteer, student, or a member of the general public:

1. Direct threats or physical intimidation;
2. Implications or suggestions of violence;
3. Stalking;
4. Possession of weapons of any kind;

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5. Assault in any form;
6. Physical restraint, confinement;
7. Dangerous or threatening horseplay;
8. Loud, disruptive or angry behaviour or language that is clearly not part of the typical work environment;
9. Blatant or intentional disregard for the safety or well-being of others;
10. Commission of a violent felony or misdemeanour;
11. Any other act a reasonable person would perceive as constituting a threat of violence.

**Reporting Acts or Threats of Violence**

An employee or volunteer who is the victim of violence or believes they have been threatened with violence or witnesses an act or threat of violence towards anyone else or to the property of Red River Valley School Division shall:

- In the case of an emergency and the situation is one of immediate danger, contact the local police officials by dialling 911 and take whatever steps are necessary to protect himself/herself from immediate harm.
- If situation is not one of immediate danger, report the incident to the supervisor as soon as possible and complete the appropriate Red River Valley School Division form:

[Appendix A: Violent Incident Report \(Not Student Related\)](#)

[Appendix B: Violent Incident Report \(Student Related\)](#)

[Appendix C: Incident/Injury Report](#)

If an employee has been harmed as a result of an incident of violence in the workplace, it is advised that they consult the employee's health care provider for treatment, or be referred for post incident counselling if appropriate.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work/school, shall immediately supply a copy of the signed order to their supervisor. The supervisor will provide the employer a copy as well. Wherever reasonably practicable, the employer will make arrangements to alter the worksite to ensure compliance with the conditions of the order.

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**Investigation:**

Acts or threats of violence will be investigated immediately in order to protect employees, volunteers or students from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. The supervisor will initiate the requirement of an investigation from the employer. The employer may wish to involve law enforcement for their review of potential violations of civil and/or criminal law.

The investigation will follow the procedures as set out in the Red River Valley School Division Safety and Health Manual.

The individual who reported the act or threat of violence will be provided results from the investigation where appropriate. Red River Valley School Division will do everything reasonably practicable to maintain the individual's confidentiality. Where there is a need to inform others (for example, to protect the individual) their identification and situation will be disclosed.

Incidents that threaten the security of employees shall be mitigated as soon as possible following their discovery. Actions that may be taken include but are not limited to: notification of law enforcement, provision of emergency services, post event trauma counselling and assurances that incidents are handled in accordance with this procedure.

Claims of violence that are not bona fide but rather malicious in nature will not be tolerated and the false claimant will be subject to disciplinary action up to and including dismissal.

<b>Cross Reference:</b>		
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