- 4. In accordance with its duties and obligations, OC retains the right to independently conduct an investigation to determine if action is needed in response to allegations of violent and/or threatening behaviour.
- 5. This policy does not replace existing policies or regulations. It shall be implemented in

any such behaviour.

Policy Details

6. The purpose of this policy is to ensure that employees and students of OC are aware of OC's expectations, available assistance and procedures for responding to threatening and/or violent behaviour. It is also to ensure that OC:

is a safe and harmonious environment for students, employees and visitors;

fosters a sense of responsibility between all members of the OC community to prevent violent and threatening incidents;

safely and responsibly responds to incidents involving threats and/or violence by assuring follow-up, corrective and/or remedial action; and

endeavors to prevent loss or and/or damage to OC property.

- 7. This policy applies to all members and visitors of the College community. Use of the procedure must pertain to incidents on OC property or OC related functions including work, on-campus living and/or organized events.
- The application of this policy may be modified to meet the prevailing terms of existing Collective Agreements, policies or WCB requirements for incidents involving OC employees.
- 9. Violent and/or threatening behaviour as it applies to perso(TmQgG[[)]TETQigreW*nQ22reW*n

- (v) take any other action deemed appropriate in the circumstances.
- 15. Where there exists no immediate threat to personal safety or property, allegations incident(s) of violent or threatening behaviour, or of potential damage to property, shall be reported to the Regional Dean.
- 16. The Regional Dean shall file a written report with the office of the Vice President, Education within forty-eight hours, under normal circumstances. The report shall be concise and include the identification of all witnesses and parties involved.

INVESTIGATION PROCEDURE

- 17. Further investigation may be required to ascertain any mitigating circumstances and/or determine any remedial or disciplinary action. The Regional Dean may request such an investigation.
- 18. The Regional Dean shall:

Ensure investigation is complete and any follow-up is reported to the involved parties;

Ensure necessary requirements of the WCB Violence in the Workplace regulations are complied with; and

Maintain files of all reported incidents.

19. The Regional Dean may:

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FILES

- 21. Without limiting the records retention described in preceding sections, all records and correspondence pertaining to an investigation will be retained as follows. Where the incident involves:
 - (i) an OC employee, a copy of the report may be forwarded and appended to the employee's personnel file, as determined by the Vice President, Education;
 - (ii) a student, a copy of the report shall be forwarded to the Director, Student Services;
 - (iii) a visitor, the Manager of Campus Security shall retain a copy of the report.

Additional Information

Appendix A - Violent and/or Threatening Incident Report Form Okanagan College