



Background

Calgary Girls Charter School supports the prevention of workplace violence, and promotes an abuse-free environment in which all people respect one another and work together to achieve common goals. Workplace violence is a hazard under the Occupational Health and Safety Code.

Definition

Workplace violence is defined as the threatened, attempted or actual conduct of a person that causes, or is likely to cause physical injury, whether at a worksite or other work-related locations. Examples of workplace violence include, but are not limited to:

- Verbal or written threatening behaviour that would cause a reasonable person to believe that they could be at risk of physical injury;
- Attacks that cause physical injury including biting, hair pulling, scratching, hitting, shoving, pushing, kicking or inciting an attack by an animal;
- Any other act that would objectively cause a reasonable person to believe that they would suffer a physical injury.

Procedures

1. All individuals, where deemed appropriate, will be informed that workplace violence is considered serious and may result in consequences including the immediate removal from the worksite, pending the outcome of an investigation.
2. The Superintendent will investigate any alleged instance of workplace violence and determine appropriate consequences, including further action. The Superintendent may suspend an employee during an investigation of workplace violence. The Superintendent may report the matter to the police.
3. All workplace violence complaints will be kept on file for two (2) years.
4. All workplace violence investigations will be kept on file for the duration of the individual's association with the Calgary Girls Charter School.
5. Following an investigation, if an individual is found to be in violation of this Administrative Procedure, the Superintendent will report the matter *In Camera* to the Charter Board.

Reference:

Education Act s. 1, 3, 11, 31, 36, 42, 43, 44, 52, 53, 54, 55, 196, 197, 222, 256
Canadian Charter of Rights and Freedoms
Individual Rights Protection Act
Occupational Health and Safety Act
Occupational Health and Safety Code
Supporting Safe, Secure and Caring Schools in Alberta (1999)