

Violence and Harassment Policy

Classification:	Training Centre Policy
Responsible Authority:	Andrew Lowry Title: Training Coordinator
Executive Sponsor:	Andrew Lowry
Approval Authority:	Local 1946 Executive Committee
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PURPOSE

The purpose of this policy to ensure a safe and respectful environment at UBC training centres by preventing and addressing violence and harassment, this policy applies to all staff, students, visitors, volunteers, and contractors.

SCOPE

This policy covers all activities and interactions within the UBC training Centre and includes onsite training sessions and classes, off site training activities, meetings, events, interactions by phone or via digital communication.

DEFINITIONS

Violence is defined as any act of physical aggression, threat of violence, or behaviour that causes harm or fear or harm, this includes but is not limited to hitting, pushing, spitting, biting, or threatening physical harm.

Harassment is defined as engaging in a course of vexatious (annoying or provoking) comment or conduct, unwelcomed behaviour that demeans, threatens or humiliates another person. This includes but is not limited to verbal abuse, written threats, bullying, discrimination and sexual harassment.

Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature – for further information please see the sexual violence and misconduct policy.

POLICY

Immediate Action and Contacting Authorities

In the event of an incident involving immediate or severe violence that poses a risk to health or safety, please stop here and see the Emergency Procedures for violence.

Zero Tolerance

1. UBC Training Centres have a zero tolerance policy on violence and harassment. Any form of violence or harassment is unacceptable and will result in immediate disciplinary action.
2. A thorough investigation will be launched. This will involve collaborating with relevant authorities and legal professionals to gather necessary evidence and information and to determine what steps should be taken.

Confidentiality

All reports of violence or harassment will be treated with confidentiality to the extent possible, consistent with the need to investigate and resolve the issue.

Instances of Violence and harassment

The below is an illustrative non exhaustive list, instances of violence and harassment could include but is not limited to; aggressive or threatening behaviour, including verbal threats or abuse, physical assault, sexual assault, spreading malicious rumours or gossip about an individual or a group, socially excluding or isolating someone, damaging, hiding or stealing someone's personal belongings or work equipment, persistently criticizing, undermining, belittling, demeaning or ridiculing someone, swearing at someone or using inappropriate language toward them, using the Internet to harass, threaten or maliciously embarrass someone, using the Internet to make sexual threats, or to harass or exploit someone sexually, abusing authority by publicly ridiculing or disciplining a subordinate, abusing authority by interfering with a subordinate's performance or job (for example, blocking applications for leave, training or promotion in an arbitrary manner), abusing authority by soliciting a sexual or romantic relationship from a subordinate, or making social invitations with sexual overtones to a subordinate, making abusive or derogatory remarks or jokes about someone's gender, gender identity or gender expression, sex or sexual orientation (for example, homophobic remarks), sexual touching (for example, patting, pinching, caressing, kissing, fondling), sexual invitations or requests in return for a promise of a reward (such as a promotion), displaying offensive posters, cartoons or images of a sexual nature, sending inappropriate electronic communications (for example, sexually explicit emails), domestic violence (also called intimate partner violence, domestic abuse or relationship abuse) is a workplace hazard when it occurs in the workplace (it puts the targeted worker at risk and may pose a threat to coworkers)

Support

UBC Training Centres will prioritize the victims well-being by providing immediate support and offering access to confidential resources such as counselling services.

EMERGENCY PROCEDURE

Action	Responsibility
1. Immediate Response Ensure your safety and the safety of others. If you are able, remove yourself and others from the situation.	Instructor/Supervisor
2. Dial 911 If you are in imminent danger or there is a serious threat to safety contact emergency services immediately by dialing 911 to report the incident.	Instructor/Supervisor
3. Notification After contacting emergency services inform the UBC training center's management or designated safety officer as soon as possible, provide details of the incident and any actions taken.	Instructor/Supervisor

PROCEDURE

Action	Responsibility
1. Make a Complaint Members of the Training Centre Community who have experienced violence or harassment are encouraged to share their experiences with a staff member. There is no time limit for reporting such incidents	Victim of Violence of harassment, witness of violence or harassment
1.1 The staff or faculty member will then provide the individual with information about the support and resources available and will also discuss the option of filing a formal report if they wish. It's important to understand that filing a complaint doesn't automatically trigger an investigation.	Training Centre Staff
1.2 Responding to a complaint The staff or faculty member who receives a complaint should avoid asking questions or making comments that suggest judgment or blame toward the person making the complaint. The complaint will be kept confidential, except in the following cases: if the victim is at risk of harming themselves or others, if the victim is a minor or vulnerable person, or if disclosing the complaint is required by law. In such instances, the staff or faculty member will report the complaint to the Training Coordinator. The staff or faculty member will also inquire whether the victim wishes to disclose the misconduct to the Training Coordinator in order to receive any necessary academic accommodations. In this scenario, the complaint will remain confidential. After receiving the information from above the Training Coordinator	Training Centre Staff

will determine whether to initiate an investigation and/ or contact the authorities.

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| 1.3 | <p>Authorities
 The victim has the option to report the matter to authorities at any time on their own accord.</p> | Victim |
| 2.0 | <p>Make a Report
 Members of the training center community who have been affected by violence or harassment are encouraged to speak with a staff member about their experience. The staff will then provide the victim with a Violence and Harassment report form.</p> | Victim |
| 2.1 | <p>Staff who receive the report will avoid asking questions or making comments that could be seen as judgmental or blaming towards the person reporting the misconduct. They will also inform the victim about immediate support and resources available.</p> | Training Centre Staff |
| 2.2 | <p>The Victim should fill out the form and submit it to the Training Coordinator either in person or via email.</p> | Victim |
| 2.3 | <p>Responding to a complaint
 Upon reception of the report and depending on the severity of the offence the Training Coordinator will initiate an investigation, and if necessary escalate the matter to the authorities.
 The training coordinator will reach out to the victim providing immediate support and discussing potential academic adjustments such as extensions, distance learning or non-penalty leave of absence among other options.</p> | Training Coordinator |
| 2.4 | <p>The training Coordinator and Area Manager will collaborate thoroughly to review evidence and interview witnesses in order to gain a comprehensive understanding of the situation.</p> | Training Coordinator/Area Training Manager |
| 2.5 | <p>If the named individual in the report is found to have committed violence or harassment as determined by the Training Centre or Authorities they will be subjected to the Disciplinary Action Policy. In cases involving acts beyond a threat of violence or severe harassment, immediate expulsion from all UBC Training Centres in Canada will ensure.</p> | Area Training Manager/
Director of Training |
| 2.6 | <p>If the individual in question is a member of the UBCJA, the director of training will engage appropriate personnel to conduct a review of the individuals membership with the organization.</p> | Director of Training |

RELATED POLICIES

Disciplinary Action Policy
FIOPPA Policy
Inclusion Policy
Respectfulness Policy
Student Dismissal Policy
Student Code of Conduct

Violence and Harassment Report Form

Violence and harassment encompass a range of behaviours, including but not limited to, physical violence (hitting, pushing, spitting, biting) or threatening physical harm, verbal abuse, written threats, bullying, discrimination, unwelcomed sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature.

Date of Incident:

Time of Incident:

Location of Incident:

Name of Person(s) Who Committed the Misconduct:

Name of Witnesses to the Misconduct (if any):

Description of Incident:

Please provide a detailed description of the misconduct incident, including any relevant information and witnesses.

Detail any immediate actions taken in response to the incident:

Victim Name:

Phone Number:

Thank you for completing this form, and demonstrating courage to address violence and harassment. Rest assured that the information provided will be handled with the highest level of sensitivity and confidentiality.