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Parent Policy: Hazard Management Assignment of Accountability
[Health, Safety, and Environment Policy](#)

Hazard Identification, Assessment, and Control Procedure Appendix B: Workplace Violence and Harassment Prevention Plan

Office of Administrative Responsibility:	Human Resources, Health, Safety and Environment
Approving Authority:	Director, Health, Safety, and Environment

Overview

The University of Alberta is committed to fostering a safe, secure, and respectful environment for all members of its community. This Workplace Violence and Harassment Prevention Plan combines key elements from existing policies to address workplace Violence, Sexual and Gender-Based Violence (SGBV) and Harassment.

The university recognizes that workplace violence and harassment are serious hazards that can put individuals at risk of physical, psychological, or cultural harm. As such, it will not tolerate violent behaviour, threats, physical or verbal intimidation, discrimination, or harassment in any form. This commitment extends to all members of the University Community, including Workers, students, visitors, contractors, and volunteers.

Workplace Violence can manifest in various forms, including physical attacks, threatening behaviour, verbal or written threats, domestic violence, and sexual violence. Similarly, harassment can occur based on protected grounds such as race, gender, sexual orientation, or disability or where power imbalances exist. The university acknowledges that SGBV is a complex issue that can affect individuals of all backgrounds and identities, with disproportionate impacts on marginalized groups.

To prevent and address these issues, the university will employ a multi-faceted approach including procedures related to hazard awareness and control, incident and complaint reporting, fact-finding and investigation, and measures to protect the privacy of individuals.

Please note that this plan primarily focuses on Workers and refers to other university policy, procedure and guidance. The details in the referenced documents take precedence over those in this plan and are provided here for summary purposes.

Purpose

This Workplace Violence and Harassment Prevention Plan aims to address hazards associated with workplace violence and harassment, in compliance with the *Alberta Occupational Health and Safety (OHS) Code* and university policy. The plan implements measures for:

- Hazard identification, assessment and control
- Awareness and training
- Incident reporting
- Fact finding and investigation
- Domestic violence
- Privacy and confidentiality
- Emergency preparedness and response
- Worker support
- Program administration and improvement

These measures will foster a workplace free from violence, SGBV and harassment, promoting dignity, respect, and safety for all. Regular reviews will maintain compliance and effectiveness.

Definitions

The attached definitions table outlines the terms used in this policy document and any specific rules of interpretation that apply.

Scope

This plan applies to the prevention of workplace violence and harassment for university employees and members of the university community meeting the *Alberta OHS Act* definition of Worker.

Plan

[Hazard Identification, Assessment, and Control](#)

[Awareness and Training](#)

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HAZARD IDENTIFICATION, ASSESSMENT, AND CONTROL

Hazard identification, assessment, and control of hazards is the basis for preventing injury and illness.

1. Individual work units, through the supervisor, will identify and assess hazards of workplace violence and harassment when creating or updating their written hazard assessments for existing and new scopes of work or when there is a material change in their work processes, equipment, or environmental conditions. Additionally, hazard assessments must be reviewed regularly to ensure that they are current.
2. Hazard assessments must be completed in accordance with the requirements outlined in the Health, Safety and Environment Management System (HSEMS) including the Hazard Management Assignment of Accountability and the Hazard Identification, Assessment, and Control Procedure. Additional guidance and resources for hazard management is posted on the Health, Safety and Environment (HSE) website. Workers must be consulted when conducting hazard assessments.
3. Hazards related to internal community member sources of violence and harassment and external sources must be considered during the hazard management process. Consider the following items when identifying hazards and their controls:
 - a. Previous incidents related to violence and harassment in the workplace
 - b. The nature and history of interpersonal relationships with supervisors, employees, students, and members of the public
 - c. Power imbalances between various individuals and groups
 - d. Past concerning or disrespectful verbal or electronic comments, threats, or behaviours
 - e. Potential for conflict associated with customer service activities

- f. Existing security features and programs in the physical space and information on past security breaches or crime statistics available from University of Alberta Protective Services (UAPS). UAPS maintains a crime heat map for university property. Police services in other communities may have similar resources available on their websites.
 - g. Social media platforms used or conversations that have generated disrespectful communications in the past
 - h. Other sources of past or potential violent or harassing behaviours related to the nature of the location, activity, populations, operational experience, etc.
4. Identify elimination, substitution, engineering, administrative and/or personal protective equipment controls to adequately reduce the risk associated with each hazard to an acceptable level. A combination of control methods may be required to manage hazards. Also identify strategies to support Workers who are experiencing negative impacts from violence or harassment hazards or incidents. Consider controls related to immediate personal actions to respond to violence or harassment hazards and how to summon or access immediate assistance.
 5. A variety of university resources including Human Resources (HR) Partners, Health, HSE, UAPS, Helping Individuals at Risk (HIAR), Dean of Students, Office of Safe Disclosure and Human Rights (OSDHR), Employee and Family Assistance Program (EFAP), etc. may be contacted in situations where the hazards, controls or supports are not immediately evident.
 6. Supervisors will communicate the results of hazard assessments with their Workers and will foster awareness of violence and harassment hazards and their controls within their unit through various means. Supervisors will also take steps to make Workers aware of emerging violence and harassment threats.

AWARENESS AND TRAINING

7. All university employees will complete the online Workplace Violence and Harassment Prevention eLearning training program within 30 days of first hire and then every three (3) years thereafter. Supervisors will also complete the additional supervisory module.
8. Workplace violence and harassment prevention content will be included in volunteer orientation programs.
9. All individuals involved in administering, advising on, investigating or adjudicating SGBV complaints in any University process will complete all mandatory SGBV training specified by the Office of the Provost and Vice-President (Academic).
10. Other workplace violence and harassment prevention education and training may be provided from time to time. University community members are encouraged to take advantage of these additional offerings.

INCIDENT REPORTING

11. Violence

- a. Hazard reports of workplace violence must be reported to the Worker's supervisor and be integrated into the unit's hazard assessment during the next review period.
- b. Supervisors and Workers witnessing a violent crime in progress will take steps to remove themselves from the scene and call 911 when it is safe to do so. A further phone call to UAPS at 780-492-5050 must be made immediately after the call to the police.
- c. Other incidents involving violent acts that do not warrant contact with the police must be reported to the unit's HR Partner (reference the Support App to identify the unit's Partner) or through the HSE Incident Management website (by selecting Report an Incident).
- d. Individuals demonstrating behaviour with the potential to cause harm to themselves or others must be reported to the HIAR Program. Refer to the Helping Individuals at Risk Policy and related procedures for further authoritative guidance.
- e. Where the individual receiving the hazard report is not in a position to facilitate the control of the hazard they should contact the Workplace Response Coordinator , by email at wkplresp@ualberta.ca, for assistance.

12. Sexual and Gender-Based Violence (SGBV)

- a. Hazard reports of SGBV can be made to the supervisor or to members of the Options Navigation Network (ONN).
- b. Crimes involving SGBV should be reported, in a Trauma-Informed manner, to the local police and then to UAPS.
- c. Confidential disclosures of sexual violence can be made through the OSDHR by phone at 780-492-7357, by email at osdhr@ualberta.ca, via the Online Disclosure Tool or via the Options Navigation Network.
- d. Refer to the *Sexual and Gender-Based Violence Policy* for further authoritative guidance.
- e. Where the individual receiving the hazard report is not in a position to facilitate the control of the hazard they should contact the Workplace Response Coordinator, by email at wkplresp@ualberta.ca, for assistance.

13. Harassment

- a. Reports of harassment can be reported to the Worker's supervisor. Where circumstances preclude a report to a supervisor or require additional support, contact must be made to the unit's HR Partner (reference the Support App to identify the unit's Partner).
- b. Confidential disclosures of violence or harassment concerns may also be made to the OSDHR by phone at 780-492-7357, by email at osdhr@ualberta.ca or via the Online Disclosure Tool, at the discretion of the Worker.
- c. Reports of harassment incidents can also be made through the HSE Incident Management website by selecting Report an Incident. Workers reporting through this means should limit the amount of confidential information shared in the incident report.

- d. Formal Complaints must be made through the applicable collective agreement process associated with the Worker's union or employee group. Formal Complaint processes are outlined in the *Discrimination and Harassment Disclosures and Prevention Procedure for Faculty and Staff*.
- e. Refer to the *Discrimination and Harassment Policy* and the *Discrimination and Harassment Disclosures and Prevention Procedure for Faculty and Staff* for further authoritative guidance.
- f. Where the individual receiving the harassment report is not in a position to facilitate a response to the report they should contact the Workplace Response Coordinator, by email at wkplresp@ualberta.ca, for assistance.

INCIDENT FACT-FINDING AND INVESTIGATION

- 14. All reports of workplace violence and harassment will result in fact finding or investigation.
- 15. Fact finding and investigation activities will be performed in a Trauma-Informed manner and in accordance with the various referenced policies associated with violence, SGBV, or harassment.
- 16. Safety planning, follow-up interim measures, and other corrective actions will be informed by the individual circumstances of the incident or complaint and will focus on the protection of Workers and the university community.

DOMESTIC VIOLENCE

- 17. Community members experiencing domestic violence or who are aware of domestic violence potentially impacting the workplace are encouraged to contact their HR Partner, UAPS, HIAR, and/or OSDHR for support.
- 18. Where domestic violence is identified, supervisors will work with university central units to implement a safety plan to address the hazards of domestic violence and to minimize its workplace impacts.
- 19. The university will offer support to individuals experiencing the impacts of domestic violence.

PRIVACY AND CONFIDENTIALITY

- 20. Privacy and confidentiality will be maintained except in specific circumstances where disclosure is necessary. These exceptions include situations where disclosure is required to investigate the complaint or incident, to take corrective action, or to inform parties involved about the investigation results and any subsequent actions. Additionally, disclosure may be necessary to alert Workers to specific or general threats of violence, or when legally required. Through balancing confidentiality with the need for transparency and safety, the university aims to foster trust and ensure that all individuals feel supported throughout the process.
- 21. All violence and harassment related disclosures of records/information in the custody and control of the University of Alberta will be done in accordance with the *Protection of Privacy Act (POPA)* and university policy. Specifically, if the disclosure involves identifiable personal

information about an individual(s) then disclosures of that information must be in compliance with the *POPA* and the university's *Access to Information and Protection of Privacy Policy* and *Access to Information and Protection of Privacy Procedure* (specifically Section 4(d): Disclosure).

EMERGENCY PREPAREDNESS AND RESPONSE

22. Each unit must develop emergency response measures in the form of an Emergency Response Plan that includes actions to be taken in the event of an incident involving violence or harassment.

WORKER SUPPORT

23. The University of Alberta's Employee and Family Assistance Program (EFAP) provides Workers with confidential assistance programs that offer a wide range of services including psychological counselling.
24. Treatment sessions occurring during work hours are considered regular work hours and the Worker is deemed to be at work during the treatment.
25. University employees who have been affected by violence, SGBV or harassment will be advised to:
 - a. consult with a healthcare professional for treatment or referral, or
 - b. contact the university's EFAP.

PLAN ADMINISTRATION AND IMPROVEMENT

26. The Workplace Violence and Harassment Prevention Plan will be available on the University of Alberta's Policies and Procedures (UAPPOL) website.
27. Information in this appendix will be included in orientations, eLearning programs, Emergency Response Plans, etc.
28. All records of incidents, investigations, and training will be maintained by the faculty/portfolio, HSE, Human Resources, Office of the Provost and Vice-President (Academic), and UAPS as appropriate.
29. The Plan will be created in consultation with the Joint Health and Safety Committee (JHSC) and will be reviewed every three (3) years, in consultation with the JHSC, or when incident reviews recommend changes.

RETALIATION

30. Retaliation against an individual involved in a disclosure, complaint, or fact finding/investigation activity of violence, SGBV, or harassment is prohibited.
31. Where it has jurisdiction, the university will investigate all reports of retaliation in accordance with the appropriate complaint processes.

BAD FAITH

32. The university recognizes the serious nature of incident reports or complaints of violence, SGBV or harassment and may take disciplinary action where allegations are shown to be malicious, fraudulent, and/or completely without merit.
33. An incident report or complaint made in good faith is not a violation of this plan even if it is not proven in a fact-finding or investigation activity.

Definitions

<i>Any definitions listed here apply to this policy document only with no implied or intended institution-wide use. For clarity, defined terms listed here include grammatical variations thereof.</i>	
Domestic Violence	A pattern of behavior used by one person to gain power and control over another with whom a person has or has had a personal relationship. This can range from subtle, coercive forms of control to violent acts that result in physical harm or death. Examples may include physical violence, sexual abuse, financial control, emotional and psychological intimidation, verbal abuse, stalking, and using electronic devices to harass and control. Also see similar Intimate Partner Violence definition in SGBV definition below.
Emergency Response Plan	A local worksite-based Emergency Response Plan addressing emergencies that could reasonably be expected in the worksite and the steps that must be taken or activities that must be performed to mitigate loss. Examples include fires, hazardous materials spills, severe weather, floods, medical emergencies etc.
Formal Complaint	A written report or statement alleging violence or harassment made to a university official under a formal university process for the purpose of initiating an investigation and resolution process. See Formal Complaints process description in the <i>Discrimination and Harassment Prevention Procedure</i>.
Harassment	A single or repeated incident of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a Worker/learner or adversely affects the health and safety, but excludes any reasonable conduct of an employer or supervisor in respect of the management of the working and learning environment.

	Harassment includes bullying, which is a form of aggression that may include physical, verbal or emotional abuse. Bullying poisons the working and learning environment of the person it targets. It can include persistent, offensive, abusive, intimidating or insulting behaviour which makes the individual feel threatened, humiliated and/or vulnerable.
University Community	All members of the University of Alberta community: 1. All employees including academic, support and excluded staff, and postdoctoral fellows (as defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories)), and graduate students under the GSA collective agreement; 2. non-employees including academic colleagues (as defined in the Recruitment Policy (Appendix A)), emeriti, visitors to campus, visiting speakers, third party contractors, and volunteers; 3. learners including undergraduate students, graduate students, and postdoctoral fellows; and 4. members of the Board of Governors.
Sexual and Gender-Based Violence (SGBV)	Any sexual act or act of a sexual nature, or act targeting sexuality, whether physical or psychological, committed without consent, or other forms of abuse and control over another person, based on their gender, gender expression, gender identity or perceived gender. This includes, but is not limited to the following: 1. Sexual Assault - Any form of sexual contact without consent. This can include unwanted or forced kissing. 2. Sexual Harassment - may be broadly defined as unwelcome conduct or comment of a sexual nature which detrimentally affects the learning environment or otherwise leads to adverse consequences for the person who is the target of the harassment. It may consist of unwanted sexual attention, sexually oriented remarks or behaviours or the creation of a negative psychological and emotional environment based on gender, gender identity or sexual orientation. It may be an isolated act or repetitive conduct but cannot be trifling. Retaliation or threat of retaliation against an individual for rejecting a sexual solicitation or advance may also constitute sexual harassment. The person(s) engaged in harassment need not have the intention to harass; it is the objective assessment of the circumstances that matters. How would a reasonable observer perceive the situation? A complainant need not expressly object to unwelcome

	conduct or comments, although any clear indication that the behaviour is unwanted will satisfy the test. A complainant's apparent passivity or failure to object overtly to sexual advances does not necessarily signal consent or welcomed behaviour, especially where a power imbalance exists between the individuals. 3. Stalking - Repeated unwanted contact or communication directed at another person that causes reasonable fear or concern for that person's safety or the safety of others known to them. The harm may be physical, emotional, or psychological, or related to the personal safety, property, education, or employment of an individual. Stalking can occur physically (such as watching and monitoring, pursuing or following, making threatening or obscene gestures, sending unsolicited gifts), electronically (for example, continuously commenting or contacting via social media, surveillance, letters, text messages, emails or phone calls), directly and/or indirectly through a third party. 4. Indecent Exposure - Exposing one's genitals, buttocks and/or breasts, or inducing another to expose their own genitals, buttocks and/or breasts in non-consensual circumstances, in person or electronically. 5. Voyeurism - Surreptitiously observing and/or recording another individual's full or partial nudity or sexual activity without the knowledge and consent of all parties involved. 6. Distribution of Intimate Images - Includes showing, sharing, distributing or streaming of images, video or audio recording of a sexual activity or full or partial nudity of oneself or others, without the consent of all the recipient(s) and the subject(s) of the image or recording, or the threat to do the same. 7. Nonconsensual condom removal – The act of intentionally removing a condom during sex without the consent of the partner. 8. Inducing intoxication, impairment or incapacity for the purpose of making another person vulnerable to non consensual sexual activity. 9. Intimate partner violence (IPV), also known as dating violence or domestic violence - abuse or aggression that occurs in a current or former romantic relationship. IPV can range from one episode
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	of violence to chronic and repeated episodes over multiple years. IPV can include physical, sexual, and psychological abuse. 10. Retaliation - Retaliating against another person in relation to a disclosure or complaint of SGBV. Retaliation includes taking, attempting to take or threatening to take any adverse action, reprisal or retribution of any kind against anyone involved in any process described in the SGBV Disclosures Procedure, including the person who made a disclosure or complaint, and anyone involved in an investigation or resolution of an allegation of SGBV, or friends or family members of those individuals. Retaliation can take many forms, including threats, intimidation, pressuring, harassment, continued abuse, violence, or other forms or threats of harm to others, and be carried out in varying modes, including in person, via electronic communication or through third parties. Retaliation can also include adverse employment or educational actions taken or threatened against an individual because of participation in the reporting, investigating and/or resolution of an alleged violation of this policy, or any conduct that would discourage a person from participating. 11. Other analogous conduct.
Trauma-Informed	An approach to processes, procedures, and service provision that incorporates and responds to the effects of trauma. A Trauma-Informed approach takes into account the potential effects of trauma on cognition, memory and behaviour and incorporates steps to address the needs created by trauma and to prevent retraumatization.
Violence	Whether at a work site or work-related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.
Workers	Persons engaged in an occupation, including persons who performs or supplies services for no monetary compensation for an organization or employer, but does not include the following: students in learning activities conducted by or within an educational institution for which no compensation is paid to the student, or except for the purpose of section 5(1)(a) and (b), the following persons engaged in a farming and ranching operation specified in the OHS Code: persons to whom no wages, as defined in the <i>Employment Standards Code</i>, are paid for the performance of farming or ranching work

	persons referred to in clause (cc)(i)(B)(I) to (IV) to whom wages, as defined in the Employment Standards Code, are paid for the performance of farming or ranching work At the U of A the following individuals are considered Workers: senior leaders/administrators, faculty members, employees, undergraduate and graduate students working for the university, and volunteers working on university projects.
Workplace Response Coordinator	A designated role within HRHSE which is focused on preventing, responding and addressing interpersonal harm within the workplace including but not limited to; 1. assisting with intake of discrimination, harassment and SGBV complaints relating to a faculty or staff member 2. navigating of options, including complaints or paths forward for issue resolution outside of the complaint process 3. providing opportunities to restore the health of the workplace environment following concern or complaint Any member of the university community can contact the Workplace Response Coordinator if they have experienced interpersonal harm or have been discriminated against or harassed by a University of Alberta faculty or staff member.

Parent Policy Suite

- [Health, Safety, and Environment Policy](#)
- Hazard Management Assignment of Accountability
- Hazard Identification, Assessment, and Control Procedure

Related Policy Documents

- [Access to Information and Protection of Privacy Policy](#)
- [Access to Information and Protection of Privacy Procedure](#)
- [Discrimination and Harassment Policy](#)
- [Discrimination and Harassment Disclosures and Prevention Procedure for Faculty and Staff](#)
- [Helping Individuals at Risk Policy](#)
- [Sexual and Gender-Based Violence Policy](#)
- [Sexual and Gender-Based Violence Disclosures Procedure](#)

Related Links

- [Alberta Occupational Health and Safety Act, Regulation and Code](#) (Government of Alberta)

- [Alberta Research Information Services \(ARISE\) - Report an Incident](#)
- [Collective Agreements and Handbooks](#)
- [Emergency Action Plan information](#)
- [Employee and Family Assistance Program \(EFAP\)](#)
- [HR Partner Support App](#)
- [HSE Incident Management](#)
- [Human Resources, Health, Safety + Environment](#)
- [Joint Health and Safety Committee](#)
- [Office of Safe Disclosure and Human Rights](#)
- [Options Navigation Network \(ONN\)](#)
- [Protection of Privacy Act](#) (Government of Alberta)
- [University of Alberta Protective Services \(UAPS\)](#)
- [Safe Disclosure Online Tool](#)

History

- July 6, 2020 Approved.
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*For questions surrounding policy document interpretation or implementation,
please contact the Office of Administrative Responsibility.*

The official version of this document may be obtained from <https://www.ualberta.ca/policies-procedures/index.html>