 <p>Capilano Students' Union</p>	<b>Policy No.</b>	<b>Approval Authority</b>
	HR-02	Board of Directors
	<b>Policy Name</b>	<b>Approval Date</b>
	<b>Violence-free Workplace Policy</b>	<b>April 7, 2017</b>
	<b>Responsible</b>	<b>Scheduled Review</b>
	Executive Director	May 2018

## Purpose

The Capilano Students' Union (CSU) is committed to providing a workplace that is a violence-free environment. To achieve this, the CSU will establish and maintain procedures to identify potential sources of workplace violence, and guidelines to reduce those risks.

## Scope

This policy applies to all managers, workers, supervisors, directors, and volunteers.

## Principles

The Capilano Students' Union shall be guided by the following principles in the development, implementation, and maintenance of a program to support a violence-free workplace:

1. **Commitment.** The CSU recognizes the potential for acts or threats of workplace violence directed against workers by persons other than CSU board members and employees.
2. **Identification.** The CSU shall undertake an annual assessment of potential risks for workers' exposure to workplace violence, and re-evaluate and revise policies and procedures as needed to respond to any changes in those risks.
3. **Awareness.** The CSU shall ensure that all employees are aware of the hazards of workplace violence, and are trained in the appropriate actions to take to protect themselves from acts or threats of workplace violence.

## Delegation


The board delegates the administration of this policy, and the authority to create a workplace violence prevention program and procedures, to the general manager.

## Review and Monitoring

This policy must be reviewed by the executive committee on at least an annual basis. The executive committee is responsible for monitoring the organization's adherence to this policy.

## Related Laws, Policies, and Procedures

- [Workers Compensation Act](#) (WorkSafeBC)
- [Occupational Health and Safety Regulation](#) (WorkSafeBC)
- [Violence-free Workplace Procedures](#) (Capilano Students' Union)

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## Endorsement

[original signed]  
 Christopher Girodat  
 Executive Director

[original signed]  
 Perry Safari  
 VP Finance & Services