
Response to Abusive or Threatening Behaviour

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Executive Sponsor:	Vice President, People, Culture, and Inclusion
Department Responsible:	Safety, Security and Emergency Management
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Objectives

This procedure applies directly to Policy 7100, Safety and Security.

The objectives of this procedure are to:

- Provide direction and support to members of the BCIT community who experience abusive, threatening, violent, or intimidating behaviour.
- Give direction to individuals and departments responsible for responding to, or receiving reports of, abusive, threatening, violent, or intimidating behaviour.
- Provide an immediate timeline of actions to be taken to the extent possible in a given situation involving abusive, threatening, violent or intimidating behaviour.

Who This Procedure Applies To

This procedure applies to the following:

- Department of Safety, Security and Emergency Management
- Senior Director, Safety, Security and Emergency Management, or designate
- supervisors, managers, associate deans, deans, and directors
- BCIT students, employees, contractors, visitors, and tenants

Scope

BCIT campuses are used by many groups and individuals including students, employees, contractors, visitors, and tenants. In addition, BCIT frequently makes use of various non-campus facilities, such as practicum and co-op work sites, to conduct institute-related activities.

No one on BCIT premises is expected to be exposed to or tolerate violent, threatening, or abusive behaviour from anyone. This procedure applies to all BCIT students, employees, contractors, visitors, and tenants on BCIT campuses or any other non-campus facility where they may have business.

Related Documents and Legislation

Provincial Legislation

Occupational Health and Safety Regulation, BC Reg 296/97

BCIT Policies

Policy 1500, Code of Conduct
Policy 5102, Student Code of Conduct (Non-Academic)
Policy 7103, Sexualized Violence
Policy 7110, Emergency Management and Business Continuity
Policy 7130, Filming on Campus
Policy 7140, Travel – Risk and Security
Policy 7150, Occupational Health & Safety
Policy 7170, Protection of Equipment and Property
Policy 7200, Cannabis Use
Policy 7504, Liquor Consumption on Campus
Policy 7507, Harassment and Discrimination

Definitions

abusive or threatening behaviour: means any action that causes a person to be concerned about the actual or potential risk of violence associated with the comments or conduct of another person. It includes any threatening statement or behaviour that gives a person reasonable cause to believe he or she is at risk of injury.

intimidating behaviour: means the display or threat of the use of force, abuse of authority, or violence that the person knew, or ought to have known, would cause the recipient fear and/or was intended to compel action or inaction.

Risk Assessment Team: means the team responsible for risk assessment that is comprised of the Senior Director, Safety, Security and Emergency Management (“Senior Director”); Associate Director Campus Security, (“Associate Director”); the Security Manager; and others designated by the Senior Director from time to time.

risk assessment: means an investigative and analytical process to determine the nature of the threat and level of risk of violence presented by an individual and the steps to be taken to mitigate the risk.

violence: means the actual or attempted exercise of physical force or threat of violence by a person so as to cause injury or intend injury to another person.

Procedure**Compliance**

Anyone exercising abusive, threatening, violent, or intimidating behaviour may be required to immediately leave BCIT premises, or the facility in which the behaviour took place, and may forfeit the right to have access to the Institute and related services.

Reporting Abusive or Threatening Behaviour

1. Any person who is subject to, or witnesses, an act of abusive, threatening, violent, or intimidating behaviour should immediately report the incident to BCIT Security or a member of the SSEM Department, their immediate supervisor, manager, associate dean, dean, or director.
2. A supervisor or administrator receiving a report of abusive, threatening, violent, or intimidating behaviour must immediately inform BCIT Campus Security or a member of the SSEM Department.

Immediate Response Timeline

Where the SSEM Department receives a report of abusive, threatening, violent, or intimidating behaviour, the following procedure will be followed to the extent possible in the situation:

1. A member of Campus Security will respond immediately, assess the situation, and notify a member of the Risk Assessment Team.

If the situation is volatile or escalating, then Security will call for immediate backup of additional Security Guards, BCIT Security Managers, or the police.

Campus Security will immediately call police for incidents of a serious nature or at the request of one of the involved parties.

2. The Associate Director will ensure the completion of an immediate risk assessment of the incident by a member of the Risk Assessment Team, which includes, but is not limited to:
 - A. Level of risk, e.g., weapons, physical assault, or verbal threats
 - B. History of abusive, threatening, violent, or intimidating behaviour
 - C. Likelihood of reoccurrence
 - D. Criminal involvement
 - E. Extenuating circumstances of the event, e.g., past involvement between parties; medical or psychological considerations.
3. After concluding the risk assessment, the Associate Director will prepare a report (“Report”) for the Senior Director.
4. After receiving the Report the Senior Director will:
 - A. Implement precautionary measures which the Senior Director determines are necessary to reduce immediate threats to persons or property, including requiring the person or persons posing the immediate threat to immediately leave BCIT premises.
 - B. Decide whether to refer the matter to the Threat Assessment Team. If a referral is made, the Risk Assessment Team will provide the Threat Assessment Team with all available information and documentation related to the incident in question.
 - C. In every case involving an employee of BCIT, promptly report the matter to the Vice President responsible for Human Resources, who will then be responsible for any further investigation that may be appropriate.
 - D. In every case involving a student, promptly report the matter to the Senior Director Student Success, responsible for dealing with the student conduct under the Policies and Procedures of BCIT, who will then be responsible for any further investigation that may be appropriate.
 - E. In every case involving the removal of a student, the Senior Director will promptly report the matter to the President, and the President will determine the length of any such removal after receiving any information the President determines is necessary to make their decision.

- F. In cases that do not involve an employee or student, promptly report the matter to the President, and the Senior Director will ensure that any further appropriate investigation is conducted.

Amendment History

		<u>Approval Date</u>	<u>Status</u>
Created:	Procedure 7100-PR1 version 1	2012 Mar 30	Replaced
Revised:	Procedure 7100-PR1 version 2	2017 Aug 18	Replaced
Revised:	Procedure 7100-PR1 version 3	2020 Feb 19	Replaced
Revised:	Procedure 7100-PR1 version 4	2023 Dec 05	In Force

Policy 7522, Response to Abusive or Threatening Behaviour, has been retired as a separate policy, and replaced by this Procedure under Policy 7100, Safety and Security. The following is the amendment history of the replaced policy:

Created	version 1	2002 May 09
Revised	version 2	2003 May 20
Revised	version 3	2004 Sep 13
Revised	version 4	2005 Sep 26
Revised	version 5	2006 Mar 14
Revised	version 6	2008 Aug 15
Revised	version 7	2010 Aug 06
Retired		2012 Mar 30

Scheduled Review Date

2028 Dec 05 (or sooner, if there are changes to the applicable regulatory framework or to relevant operational circumstances).