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## **Response to Abusive or Threatening Behaviour**

Procedure No.:	7100-PR1
Version:	3
Policy Reference:	7100
Category:	Safety, Security, and Emergency Management
Approving Body:	Board of Governors
Executive Sponsor:	VP Human Resources and People Development
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 may 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:

- The Safety, Security and Emergency Management Department
- Director, Safety, Security and Emergency Management or designates
- 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 persons on BCIT premises are 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.

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## Related Documents and Legislation

**BCIT Policies:**

1500, Code of Conduct  
5002, Student Code of Conduct (non-academic) Regulations  
7100, Safety and Security

7103, Sexual Violence and Misconduct  
7110, Emergency Managements  
7130, Filming on Campus  
7140, Travel – Risk and Security  
7150, Occupational Health and Safety  
7170, Protection of Equipment and Property  
7200, Cannabis Use  
7504, Liquor Consumption on Campus  
7507, Harassment and Discrimination

**WorkSafeBC**

- *Occupational Health and Safety Regulation*

## Definitions

**Abusive or Threatening Behaviour**

Abusive or threatening behaviour is 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**

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**

The Risk Assessment Team is comprised of the Director, Safety, Security and Emergency Management (“Director”); Associate Director, Security, (“Associate Director”); the Manager of Security; and others designated by the Director from time to time.

**Risk Assessment**

A risk assessment is 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**

Violence is the actual or attempted exercise of physical force or threat of violence by a person so as to cause injury to or the intent of 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.

## Procedure

### 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 Safety, Security and Emergency Management Department, their immediate supervisor, manager, associate dean, dean, or director.
2. The supervisor or administrator receiving the report of abusive, threatening, violent, or intimidating behaviour must immediately inform BCIT Security or a member of the Safety, Security and Emergency Management Department.

### Immediate Response Timeline

Where the Safety, Security and Emergency Management Department receives a report of abusive, threatening, violent, or intimidating behaviour, the following procedure will be followed to the extent possible in the given situation:

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

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

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 ("Risk Assessment"), 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 on the Risk Assessment ("Report") for the Director.
4. After receiving the Report the Director will:
  - A. Implement precautionary measures which the 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 TAT 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 which may be appropriate.
  - D. In every case involving a student, promptly report the matter to the appropriate person responsible for dealing with the student conduct under the Policies and Procedures of BCIT, who will then be responsible for any further investigation which may be appropriate.

**Procedure**

- E. In every case involving the removal of a student, the 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 his or her decision.
- F. In cases that do not involve an employee or student, promptly report the matter to the President, and the Director will ensure that any further appropriate investigation is conducted.

**Amendment History**

		<u>Approval Date</u>	<u>Status</u>
1.	Creation: Procedure 7100-PR1 version 1	2012 Mar 30	Retired
2.	Revision: Procedure 7100-PR1 version 2	2017 Aug 18	Retired
3.	Revision: Procedure 7100-PR1 version 3	2020 Feb 19	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. Following is the amendment history of the replaced policy.

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

**Scheduled Review Date**

2023 Feb 19