

## STEPS TO TAKE WHEN YOU ENCOUNTER CONCERNING BEHAVIOUR ON CAMPUS

<p><b>DISTRESSED BEHAVIOUR</b>  Decline in appearance and personal hygiene  Sudden change in attitude (e.g., withdrawal, becoming unusually quiet)  Expressed feelings of persecution, extreme distrust in people with authority  Expression of extreme desperation over personal problems  Coming to work or class under the influence of alcohol and/or drugs  Decline in work performance or decline in academic work</p> <p><b>WHAT TO DO</b>  <b>Person is distressed, but behaviour is not disruptive:</b>  <b>Student:</b> Refer to Counselling Services  <b>Staff/Faculty:</b> Refer to the Employee Assistance Program (EAP)</p> <p><b>No change in behaviour after your discussion:</b>  <b>Student:</b> Report behaviour to a Counselling Services  <b>Staff/Faculty:</b> Report behaviour to your Chair/Manager who will contact your Human Resources Management Consultant (HRMC)</p> <p><b>The individual is unwilling to seek assistance:</b>  <b>Student:</b> Report behaviour to the Manager Of Safety and Security 5505  <b>Staff/Faculty:</b> Report behaviour to your Chair/Manager who will contact your HRMC</p>	<p><b>DISRUPTIVE BEHAVIOUR</b>  Monopolizing discussions, interrupting other speakers  Yelling and/or refusing to comply with direction (e.g., to leave an office or class upon request)  Annoying contact, phone calls, or emails</p> <p><b>WHAT TO DO</b>  <b>Single instance of disruption:</b>  Act immediately to stop inappropriate behaviour by pulling the individual aside to clarify expectations and consequences, or ask them to leave the office/class.</p> <p><b>No change in behaviour after your discussion:</b>  <b>Student:</b> Report behaviour to the appropriate Dean  <b>Staff/Faculty:</b> Report behaviour to your Chair/Manager who will contact your HRMC</p>	<p><b>DISTURBING BEHAVIOUR</b>  Observable fascination with acts of violence and/or weapons  Displays of unwarranted anger  Aggressive or extreme remarks or reactions (e.g. to criticism of work or academic performance, in person or in writing)  Sabotaging projects or equipment</p> <p><b>WHAT TO DO</b>  <b>CALL SECURITY AT EXT. 5675</b>  <b>To discuss establishing safety procedures</b>  Remain calm. Take steps to ensure your immediate physical safety.</p> <p><b>Students:</b> Report behaviour to the Manager of Safety and Security 5505  <b>Staff/Faculty:</b> Report behaviour to your Chair/Manager who will contact your HRMC</p>	<p><b>POTENTIAL THREATS</b>  Individual discloses that a current or former partner has assaulted them or has threatened to harm them in the workplace  Individual discloses a history of violence against them  Individual discloses they are afraid of someone coming to the University to harm them  Persistent, unwanted, or obsessive contact or other harassment  Threatening phone calls, emails or other correspondence</p> <p><b>WHAT TO DO</b>  <b>CALL SECURITY AT EXT. 5675</b>  <b>To discuss establishing safety procedures</b>  <b>Staff:</b> Report behaviour to your Chair/Manager who will contact your HRMC</p>	<p><b>THREATS &amp; VIOLENCE</b>  Direct threat to harm  Challenges to fight/shoving  Physical attacks  Display or threat to use a weapon</p> <p><b>WHAT TO DO</b>  <b>PHONE DIAL “911”</b>  <b>For immediate assistance</b></p> <p><b>CALL SECURITY AT EXT. 5675</b></p> <p><b>If reporting after the incident</b>  <b>Student:</b> Report behaviour to the Manager of Safety and Security 5505</p> <p><b>Staff:</b> Report behaviour to your Chair/Manager who will contact your HRMC</p>
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