

Response to Violent or Threatening Behaviour Policy

Policy # 5005
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Office of Accountability: Risk Management
Campus Services & Security
Approver: Vice-President, Finance & Administration

1. Purpose

OCAD University (“OCAD U” or “the University”) is committed to providing, maintaining and promoting as much as reasonably possible, a safe and healthy working and learning environment for all members of the University community and visitors. All members of the OCAD U community are expected to follow safe work and learning practices, to comply with legislative and University safety requirements, and to take an active role in protecting the health and safety of themselves and others. Behaviours which present a potential threat of harm to any member of the OCAD U community may also be addressed under the provisions of the University’s Health & Safety Policy (Policy 5001) through OCAD’s Risk Management office, which outlines the means by which the University and each member of its community will comply with the provisions of the Ontario *Occupational Health and Safety Act*.

OCAD U Recognizes the Following:

- 1.1 It has a duty to act in a manner consistent with the Ontario *Occupational Health and Safety Act* and *Human Rights Code*;
- 1.2 It has a commitment to academic freedom and freedom of thought, inquiry and expression, which may result in respectful disagreements regarding beliefs or principles; and
- 1.3 It will not condone behaviour that is likely to undermine the safety, security, dignity or productivity of any person, whether such behaviour occurs on campus or in conjunction with University-related activities.

2. Scope

The provisions contained within this Response to Violent or Threatening Behaviour Policy are intended to provide a mechanism to address violent or threatening behaviour expressed verbally, in person or through email or other forms of correspondence, directly or indirectly, to any member of the OCAD U community.

2.1 Application of this policy:

This policy is in effect at all times, in all communications and interactions, and applies to:

- 2.1.1 all OCAD U students, employees, volunteers, visitors to the campus, contractors and other individuals not directly related to the University but who nevertheless work on or are invited onto the campus;
- 2.1.2 conduct on campus or conduct using University-owned or operated property or equipment; and/or
- 2.1.3 conduct not on campus but which has a real and substantial link to OCAD U. Examples of such include University-sponsored events or activities held off-campus, or conduct that has or might reasonably be seen to have an adverse effect on the proper functioning of the University or the rights of a member of the OCAD U community to safely use and enjoy the University's working and learning environment.

Members of the OCAD U community are expected to:

- 2.1.4 abide by the laws of Canada and the Province of Ontario and the bylaws of the City of Toronto as they related to the University;
- 2.1.5 abide by the laws of any relevant jurisdiction for activities related to OCAD U study or work; and
- 2.1.6 adhere to all applicable OCAD U policies and guidelines including, but not limited to, the following:
 - 5001 – Health & Safety Policy
 - Emergency Preparedness Plan (EPP)
 - 1014 – Academic Misconduct Policy
 - 3003 – Non-Academic Misconduct Policy
 - 5006 – Health & Safety Requirements for Contractors
 - 6001 – Weapons on Campus Policy
 - 8001 – Respectful Work and Learning Environment Policy
 - Identifying and Supporting Students in Difficulty: Guidelines for Faculty and Staff
 - Labour agreements
 - And other policies which may be developed and implemented by the University from time to time.

3. Obligation to Act

All members of the OCAD U community have an obligation to immediately notify the University, as indicated in the response guidelines, should they experience, observe or become aware of violent or threatening behaviour, or a threat of harm, or any warning signs leading to possible violent or threatening behaviour.

- 3.1 Incidents or behaviours **presenting immediate or imminent danger**, should be reported immediately to Security by picking up any Red Emergency phone on campus, or by dialing 511 from any internal OCAD U phone. If there is no access to an OCAD U phone, the incident should be reported to the Police by dialing 911 on a mobile phone.
- 3.2 Incidents of a potentially violent or threatening nature **but not presenting immediate or imminent danger**, should be reported immediately to:
 - 3.2.1 For students – relevant Chair, Associate Dean or Associate VP, Students
 - 3.2.2 For staff – relevant supervising manager or Director, Human Resources; or
 - 3.2.3 For faculty – relevant Chair, Associate Dean or Director, Human Resources.
- 3.3 The following examples are potentially violent or threatening behaviour, or warning signs of such behaviour, arising from or related to conduct on campus, conduct using University-owned or operated property or University-sponsored events or activities held off-campus:

- 3.3.1 Oral, written or non-verbal threats or intimidation, explicit or subtle;
- 3.3.2 Fascination with weaponry and/or acts of violence;
- 3.3.3 Disrupting or obstructing university activities or other authorized activities;
- 3.3.4 Expression of a plan to hurt self/others;
- 3.3.5 Extreme feelings of persecution, expressed distrust, especially with those in authority;
- 3.3.6 Expression of extreme desperation over family, financial or personal problems;
- 3.3.7 Frequent or unusual interpersonal conflicts;
- 3.3.8 Extreme or unusual reaction to criticism of academic or work performance;
- 3.3.9 Displays of unwarranted anger;
- 3.3.10 Violence toward inanimate objects;
- 3.3.11 Sabotaging projects, computer programs or equipment;
- 3.3.12 Holding a grudge against a specific person; verbalizing a hope that something negative will happen to him/her;
- 3.3.13 Knowingly (which includes when one should reasonably have known) creating a condition that endangers the health, safety or well-being of any person;
- 3.3.14 Coercing, enticing or inciting a person to commit an act that is humiliating or demeaning to that person or to others;
- 3.3.15 Distribution of hate material and/or hate-motivated violence;
- 3.3.16 Any physical assault, including physical assault causing bodily harm or sexual assault;
- 3.3.17 Misappropriation, damage, unauthorized possession, defacement and/or destruction of premises or property of the University, or the property of others;
- 3.3.18 Possessing a weapon, including possessing a firearm;
- 3.3.19 Using a weapon to threaten or to cause bodily harm to another person;
- 3.3.20 Using an object to threaten, intimidate or cause injury to another person;
- 3.3.21 Storing, possessing or using an explosive substance; and/or
- 3.3.22 Storing, possessing or using flammable solvents, biohazards, volatile or poisonous materials, except in areas formally designated for that purpose by authorized University personnel and/or approved by a University faculty member and the Director, Risk Management.

4. Duties of Supervisors

- 4.1 A supervisor must comply with his/her responsibilities under the procedures as set out in Appendix 1 of this policy.
- 4.2 A supervisor must advise an employee of the existence of any potential or actual danger to health or safety of the employee, of which the supervisor is aware, including personal information, related to a risk of workplace violence from a person with a history of violence behaviour if:
 - 4.2.1 The employee can potentially be expected to encounter that person in the course of his or her work; and/or
 - 4.2.2 The risk of workplace violence will potentially expose the employee to physical injury.
- 4.3 A supervisor must not disclose more information than is reasonably necessary to protect the employee from physical injury.
 - 4.3.1 A supervisor must also provide student(s) with sufficient information as deemed appropriate for the circumstance.
- 4.4 A supervisor must take every precaution reasonable in the circumstances to protect employees and students.

5. Duties of Employees

All employees must comply with their responsibilities under the procedures as set out in Appendix 1 of this policy.

- 5.1 Employees must report to their supervisor any incident or risk, or potential risk, of workplace violence of which they become aware.
- 5.2 Employees must report to their supervisor any contravention of the *Occupational Health and Safety Act* or its regulations, or the existence of any potential hazard of which they become aware.

6. Duties of Students

- 6.1 Students must advise the relevant Chair, Associate Dean or Associate VP, Students of any incident of violence, threat of violence, or potential violence of which they become aware.
- 6.2 In the event of an incident of bullying, discrimination and/or harassment, students should follow the University's Respectful Work and Learning Environment (Policy 8001).

7. Definitions

For the purposes of this Policy, the following definitions will apply:

- 7.1 **Bullying:** a form of repeated, persistent and aggressive behaviour that is directed at an individual or individuals and intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feeling, self-esteem, or reputation. Bullying may occur where there is a real or perceived power imbalance.
- 7.2 **Campus:** includes lands, grounds, buildings, rooms, or offices of the University, or other places or facilities used for the provision of OCAD U's programs or services or for University-approved events and activities. This includes the Florence Campus, with the recognition that some processes and amenities are not available at that facility, and that modified processes and procedures may be required.
- 7.3 **Critical Injury:** an injury of a serious nature that,
 - a) places a life in jeopardy;
 - b) produces unconsciousness;
 - c) results in substantial loss of blood;
 - d) involves the fracture of a leg or arm but not a finger or toe;
 - e) consists of burns to a major portion of the body; or
 - g) causes the loss of sign in an eye.
- 7.4 **Disruptive Behaviour:** conduct that materially and substantially interferes with or obstructs teaching, learning or work in the context of the OCAD U environment. Interference may be, but is not limited to, action, threat, written material, or by any means whatsoever disrupting or obstructing any University activities, or other authorized activities on campus, or the right to another person to carry on his/her legitimate activities, or to speak or associate with others. University activities include, but are not limited to, teaching, research, studying, administration, events and meetings.
- 7.5 **Disturbing Behaviour:** conduct which constitutes an unreasonable reaction in the circumstances and is of an intimidating or interfering nature to a member of the OCAD U community, or the well-being of OCAD U's teaching, learning or working environment.

- 7.6 **Explosive Substance:** includes anything that is used to create an explosive device or is capable of causing an explosion.
- 7.7 **Extortion:** using threats, accusations, violence, or threats of violence, to induce any person to do anything or cause anything to be done.
- 7.8 **Firearm:** any weapon from which any shot, bullet or other projectile can be discharged and that is capable of causing serious bodily injury or death to a person.
- 7.9 **Harassment:** engaging in a course of vexatious comment or conduct against a person or persons in a place of work or learning that is known, or ought reasonably to be known, to be unwelcome.
- 7.10 **Hate Material:** includes literature, leaflets, posters, graffiti, distributed (or sent by electronic means) to incite violence or hatred against an identifiable group and/or their property. The incitement of hatred or bias-motivated incidents against an identifiable group may include persons distinguished by their race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation or other similar factor.
- 7.11 **Imminent Danger:** a condition, conduct or circumstance where there is reason to believe that it represents an immediate threat to the health and safety of one or more members of the OCAD U community, or other persons attending any part of the OCAD U campus.
- 7.12 **Intimidation:** engaging in actions that include, but are not limited to, stalking or behaviour intended to frighten, coerce or induce duress.
- 7.13 **OCAD U Community:** current students and employees of OCAD University, as well as contract personnel, including but not limited to, security and housekeeping staff.
- 7.14 **Physical Assault:** the intentional application of force, directly or indirectly, in any degree at all, to a person without the person's consent.
- 7.15 **Physical Assault Causing Bodily Harm:** physical assault is the intentional application of force, directly or indirectly, in any degree at all, to a person without that person's consent. Bodily harm refers to any hurt or injury that is more than merely transient or trifling in nature, which interferes with the health or comfort of the person, and includes, but is not limited to, injuries that require medical attention.
- 7.16 **Robbery:** a robbery occurs where a person uses violence, or threat of violence, to steal money or other property from a victim.
- 7.17 **Sexual Assault:** is any unwanted sexual act. It can include anything from unwanted sexual touching, to rape and sexual exploitation. A sexual assault may or may not cause physical injury to the victim, or be life-threatening.
- 7.18 **Student:** any person taking one or more courses at the University, either full-time or part-time, credit or non-credit, in any program of study.
- 7.19 **Threat:** is the expression of intent to cause physical or mental harm. Such an expression constitutes a threat without regard to whether the person communicating the threat has the ability to carry it out, and without regard to whether the threat is made on a present, conditional or future basis. In determining whether the conduct constitutes a threat, including whether the action caused a reasonable apprehension of harm, the University will consider the totality of the circumstances.

- 7.20 **Threat Assessment Team:** an internal team as described in Appendix 1. The role of this team is to assess risk related to behaviour on a case-by-case basis (incident based) and make recommendations for remedial risk management response, either through established University policies or on an escalated basis.
- 7.21 **Threat of Harm:** a knowing and willful statement or course of conduct that would cause a reasonable person to believe that he or she is under threat of death or bodily injury. A course of conduct is any series of acts over a period of time, however short, that evidences a continuity of purpose, such as following or stalking an individual to/from work/campus, telephone calls, correspondence or contact through any venue.
- 7.22 **University:** OCAD University (OCAD U).
- 7.23 **Weapon:** means anything used, designed to be used, or intended for use:
- In causing death or injury to any person; or
 - For the purpose of threatening or intimidating any person.

Objects such as a pen or a screwdriver, if displayed to threaten or intimidate, become weapons under this definition. Weapon includes a firearm and any device that is designed or intended to exactly resemble, with near precision, a firearm.

7.24 Workplace Violence:

- 7.24.1 The exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee;
- 7.24.2 An attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee; and
- 7.24.3 A statement or behaviour that it is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the employee.

8. Electronic & Print Communications

As per OCAD U policies governing the use of computing and other technical resources, the University does not condone the inappropriate use of electronic and print communications. Inappropriate use is defined as the intentional use of an electronic device or communication medium such as, but not limited to, all features of a telephone, a mobile phone, digital camera, Blackberry, e-mail, web-based communication sites, and print materials, such a flyers.

The University reserves the right to appropriately respond to these incidents, which may include disciplinary action, up to and including possible recommendation for expulsion or termination of employment.

9. Information & Instruction with Respect to Workplace Violence

- 9.1 OCAD U will provide employees with:
- 9.1.1 Information and instruction that is appropriate for employees on the contents of the policy and program with respect to workplace violence; and
- 9.1.2 Any other prescribed information or instruction.
- 9.2 The information provided to one or more relevant employee(s) may include personal information related to a risk of workplace violence from a person with a history of violent behaviour if:
- 9.2.1 The employee(s) can be expected to encounter that person in the course of his or her work; and

- 9.2.2 The risk of workplace violence could potentially expose the employee(s) to physical injury.
- 9.3 OCAD U will not disclose more information that is reasonably necessary to protect employees and students from physical injury.

10. Domestic Violence

If OCAD U becomes aware, or ought reasonably to be aware of, domestic violence that is likely to expose one or more employee(s) to physical injury that may potentially occur in the workplace, OCAD U will take every reasonable precaution to protect the employee(s).

11. Assessment of the Risks of Workplace Violence

- 11.1 OCAD U will assess the risks of workplace violence that may arise from the nature of the workplace, the type or the condition of work.
- 11.2 OCAD U will reassess the risks of workplace violence as often as necessary to ensure that the related policy and the related program continue to protect employees from workplace violence.
- 11.3 The assessments and reassessments shall take into account:
 - 11.3.1 Circumstances that would be common to similar workplaces;
 - 11.3.2 Circumstances specific to the workplace; and
 - 11.3.3 Any circumstances relevant to the specific situation.
- 11.4 Circumstances that would be common to different locations of OCAD U are:
 - 11.4.1 The existence of potential risks due to interactions with the public, students, parents, contractors and employees; and
 - 11.4.2 The existence of protocols between OCAD U and Toronto Police Services on the OCAD U campus.
- 11.5 OCAD U will advise the Joint Health & Safety Committee of the results of the assessment and reassessment, and provide a copy of the results, if the assessment or reassessment is in writing.

12. Program to Implement the Response to Violent or Threatening Behaviour Policy

- 12.1 OCAD U will develop and maintain a program to implement the policy with respect to workplace violence (See Appendix 1).
- 12.2 Without limiting the generality of 12.1 above, the program will:
 - 12.2.1 Include measures to take and procedures to follow in order to control risks of workplace violence identified in the risk assessment that is required under Section 11, as would potentially expose an employee to physical injury;
 - 12.2.2 Include measures to take and procedures to follow in order to summon immediate assistance when workplace violence occurs or is likely to occur;
 - 12.2.3 Include measures that employees must take and procedures that they must follow to report incidents of workplace violence in accordance with procedures outlined in Appendix 1;
 - 12.2.4 Set out how OCAD U will investigate and deal with incidents or complaints of workplace violence; and
 - 12.2.5 Include any other elements are required by the *Ontario Occupational Health & Safety Act*.

13. Confidentiality

It is the duty of OCAD U supervisory and managerial personnel to maintain confidentiality in this process. All persons involved with these procedures must ensure that all matters remain confidential.

OCAD U may be required to provide information obtained during an investigation to an outside agency, such as police services, court or tribunal, which has the legal right to require information otherwise protected by the *Freedom of Information and Protection of Privacy Act* (FIPPA).

14. Record Keeping

Records created during the process are subject to the *Freedom of Information and Protection of Privacy Act*, Ontario. The complete file remains with the Director, Risk Management and is confidential. Access to the records is restricted to those who need to know in order to carry out their duties. A formal request for access under the *Freedom of Information and Protection of Privacy Act* is handled by the University's FIPPA Coordinator.

15. Liability

No one charged with responsibility under this policy, who carries out his/her duties in good faith and conscience, shall be held personally liable for any action or claim arising out of their good faith execution of those duties.

16. Training Procedures

Training sessions will be organized for students and employees in relation to establishment and implementation of the Response to Violent or Threatening Behaviour Policy.

17. Posting of this Policy

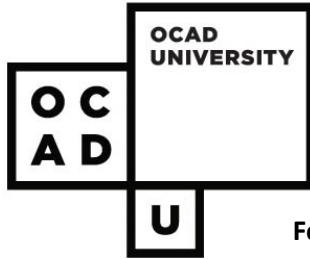
The policy and procedures concerning workplace violence will be posted at a conspicuous place in the workplace and on OCAD U's website.

18. Review of this Policy

OCAD U will review the Response to Violent or Threatening Behaviour Policy as often as is necessary, but at least annually.

19. Reprisal

This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. OCAD U will take all reasonable and practical measures to prevent reprisals, threats of reprisals, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.



VIOLENCE PROGRAMS PROCEDURES

Forms Part of Policy 5005 – Response to Violence or Threatening Behaviour

1. General

OCAD University (“OCAD U” or “the University”) expects that any incidents of violence or threatening behaviour in its work and learning environment will be investigated and dealt with promptly by all relevant parties in a fair, consistent, thorough, and confidential manner

These procedures provide a mechanism for implementing the Response to Violent or Threatening Behaviour Policy #5005 (the “Policy”), and for reporting and investigating incidents of violent or threatening behaviour, or potentially violence or threatening behaviour, in the University’s work and learning environment.

2. Response Procedures for Use by Students & Employees

Any member of the OCAD U community who experiences or becomes aware of violent or threatening behaviour, or potentially violent or threatening behaviour, must follow the requirements as outlined in the following procedures:

- 2.1 Incidents or behaviours presenting immediate or imminent danger should be reported immediately to OCAD U Security by picking up any Red Emergency phone on campus, or by dialing 511 from any internal OCAD U phone. If there is no access to an OCAD U phone, the incident should be reported to Toronto Police Services by dialing 911 on a mobile phone.
 - 2.1.1 In all cases of immediate or imminent danger, Security will notify Emergency Services and attend the scene, to the extent possible.
 - 2.1.2 Once the situation has been diffused and the treat of immediate or imminent danger resolved, the Director, Campus Services & Security will, if deemed appropriate, refer the incident to the TAT for further review and follow-up.
- 2.2 Incidents of a potentially violent or threatening nature but not presenting immediate or imminent danger should be reported immediately to:
 - 2.2.1 For studies – relevant Chair, Associate Dean or Associate VP, Students;
 - 2.2.2 For staff – relevant Supervising Manager or Director, Human Resources; or
 - 2.2.3 For faculty – relevant Chair, Associate Dean or Director, Human Resources.
- 2.3 The Associate VP, Students, Director, Human Resources, Deans, Associate Deans, Chairs or Supervising Managers will in turn notify the Director, Risk Management and/or Director, Campus Services & Security.
- 2.4 Campus Services & Security will also notify the Director, Risk Management (or designate) for all matters of violent or threatening behaviour that do not pose imminent danger.
- 2.5 The Director, Risk Management and/or Director, Campus Services & Security will then activate OCAD U’s Threat Assessment Team (“TAT”).
- 2.6 TAT will review and assess the information it has received to determine if the situation:

- 2.6.1 Can be addressed through existing University policies and, if so, such policies will refer the matter to the appropriate internal resource, including, but not limited, to Risk Management, Security, Student Services and Human Resources; or
- 2.6.2 Requires escalated action(s), at which point the Director, Risk Management and/or Director, Campus Services & Security will report the potential threat to the Vice-President, Finance & Administration, who will consult with the appropriate Vice-President(s) and/or President in determining the necessary measure(s) required to address the risk.

2.7 Deans, Associate Deans, Chairs or Supervising Managers will be updated on a timely basis.

2.8 Deans, Associate Deans, Chairs, Supervising Managers, Director, Associate VP, Students and Director, Human Resources will ensure that the involved employees or students have been provided with sufficient information as deemed appropriate in the circumstances to address their respective health and safety concerns related to the risk of workplace violence.

3 Threat Assessment Team (TAT)

3.1 Purpose

As an emergency response group of internal expertise, the TAT will respond to critical behaviour-related circumstances or conditions whereby indications of a need to assess the risk of threat of harm to the health, safety and security of one or more member(s) of the University community has been reported.

Specifically, the TAT:

- 3.1.1 Is activated by the Director, Risk Management and/or Director, Campus Services & Security due to reported violent or threatening behaviour and/or where there are reasonable grounds to suspect violent or threatening behaviour;
- 3.1.2 Meets on a periodic basis to discuss isolated incidents or suspicions of violent or threatening behaviour;
- 3.1.3 Meets and coordinates the gathering and consolidation of key information available for the risk assessment process;
- 3.1.4 Liaises with the relevant Dean, Associate Dean, Chair or Supervising Manager as the primary contact through the process;
- 3.1.5 Consults with internal and external persons, as the circumstances require;
- 3.1.6 Reviews the collected information and conducts a risk assessment;
- 3.1.7 Formulates a risk management strategy;
- 3.1.8 If the matter can be addressed through OCAD U internal policies, advises relevant internal resource (i.e., Student issue – Associate VP, Students; Employee issue – Director, Human Resources);
- 3.1.9 If the matter cannot be addressed through OCAD U internal policies, a risk assessment is conducted and the necessary remedial action(s) are taken;
- 3.1.10 Continues to be advised and advises others, as appropriate, of the status of such actions; and
- 3.1.11 May be consulted on the development of University policies, guidelines, measures and educational strategies related to the prevention and risk management of violent or threatening behaviour.

3.2 Scope

TAT addresses reports of violent or threatening behaviour by conducting risk assessments and making risk management and mitigation recommendations. Risk assessments focus on behaviour indicators and not on clinical discussions.

3.3 Composition

- 3.3.1 Director, Risk Management (Co-Chair) or designate
- 3.3.2 Director, Campus Services & Security (Co-Chair) or designate

- 3.3.3 Director, Diversity & Equity Initiatives or designate
- 3.3.4 Director, Human Resources or designate
- 3.3.5 Associate VP, Students or designate
- 3.3.6 Registrar or designate
- 3.3.7 Manager/Primary Healthcare Nurse Practitioner, Student Health & Wellness Centre or designate
- 3.3.8 Additional experts may be consulted, including OCAD U legal counsel, if their expertise is required in the assessment.

3.4 Guiding University Policies

The TAT operates within the policies and procedures of the following:

- 3.4.1 5001 – Health & Safety Policy
- 3.4.2 Emergency Preparedness Plan (EPP)
- 3.4.3 1014 – Academic Misconduct Policy
- 3.4.4 3003 – Non-Academic Misconduct Policy
- 3.4.5 5005 – Response to Violent or Threatening Behaviour Policy
- 3.4.6 6001 – Weapons on Campus Policy
- 3.4.7 8001 – Respectful Work and Learning Environment Policy
- 3.4.8 Identifying and Supporting Students in Difficulty: Guidelines for Faculty and Staff
- 3.4.9 Labour agreements
- 3.4.10 And other policies which may be developed and implemented by the University from time to time.

3.5 Operating Principles

The TAT makes recommendations based on its collective professional experience and expertise in reviewing reported behaviour, the circumstances of its expression, its potential threat or violence or harm, and options available for remedial action.

In the case of an incident involving a student, all efforts are made to accommodate the priority needs for student success, with a view to supporting the individual in attaining his/her academic goals, while ensuring the health, safety and security of all members of the OCAD U community and visitors to the OCAD U campus.

3.6 Incident Risk Assessment Process

- 3.6.1 For matters arising from the Response to Violent or Threatening Behaviour Policy, the Director, Risk Management and/or Director, Campus Services & Security will notify the TAT and convene an emergency meeting.
- 3.6.2 TAT will liaise directly with the reporting Associate VP, Students, Director, Human Resources, Dean, Associate Dean, Chair or Supervising Manager. The Dean, Associate Dean, Chair or Supervising Manager will collect all pertinent information relating to the behaviour and the reported circumstances. If required, potentially affected parties may also be contacted. Deans, Associate Deans, Chairs, Supervising Managers, Associate VP, Students and Director, Human Resources shall ensure that the involved student(s) and/or employee(s) have been provided with only sufficient information as deemed appropriate in the circumstances to address health and safety concerns perceived to be, or otherwise affected by, the reported behaviour.
- 3.6.3 Deans, Associate Deans, Chairs, Supervising Managers, Associate VP, Students and Director, Human Resources will ensure that the relevant employee(s) or student(s) are informed of the existence of any potential or actual danger to their health and safety, including personal information, related to the risk of workplace violence from a person with a history of violent behaviour if:
 - 3.6.3.1 The employee(s) or student(s) can be expected to encounter that person in the course of his or her work; and/or

3.6.3.2 The risk of workplace violence could potentially expose the employee(s) or student(s) to physical injury.

OCAD Supervisors will not disclose more information than is reasonably necessary to protect employees and students from physical injury.

- 3.6.4 Determination of conditions of imminent danger will be immediately referred to Toronto Police Services by Campus Services & Security and internal risk management measures will be identified and acted upon immediately. If the incident is a student issue, the Associate VP, Students will also be notified, and if it is an employee issue, the Director, Human Resources will also be notified.
- 3.6.5 Incidents that involve violence or the imminent threat to the safety and security of the OCAD U community will require a policy response. Occurrences that require a Police response may include by are not limited to:
- 3.6.5.1 Physical assault causing bodily harm;
 - 3.6.5.2 Sexual assault;
 - 3.6.5.3 Robbery;
 - 3.6.5.4 Extortion;
 - 3.6.5.5 Criminal harassment;
 - 3.6.5.6 Drug offences, including possession and trafficking of drugs;
 - 3.6.5.7 Weapons offences;
 - 3.6.5.8 Explosive substance;
 - 3.6.5.9 Hate-motivated incidents; and
 - 3.6.5.10 Threats of serious physical injury.
- 3.6.6 The assessment of risk is based on threatening behaviour indicators and the reported circumstances under which they are expressed.
- 3.6.7 In the formulation of recommendations, where possible, all available options for accommodation and referral will be examined and, in the case of an incident involving a student, all effort will be made to support the individual in attaining his/her academic goals while protecting the health, safety, and security of all members of the OCAD U community.
- 3.6.8 If the incident is a student issue, recommendations will be reported in writing to the Associate VP, Students, and if it is an employee issue, to the Director, Human Resources.
- 3.6.9 The Associate VP, Students or the Director, Human Resources will advise the Director, Risk Management on implementation of the recommendations as they progress.

3.7 Communication and Documentation

- 3.7.1 In addressing its scope of work and related communications, the TAT will adopt the terminology as defined in the Response to Violent or Threatening Behaviour Policy.
- 3.7.2 The Director, Risk Management and/or Director, Campus Services & Security will immediately report matters requiring escalation outside of current University policies to the Vice-President, Finance & Administration for direction on further remedial action(s).
- 3.7.3 Discussions remain confidential within the TAT, subject to legal requirements regarding disclosure and reporting.
- 3.7.4 The Office of the Director, Risk Management is the single repository of issues reviewed by the TAT.
- 3.7.5 Communications outside of the TAT will be conducted as outlined in the Response to Violent or Threatening Behaviour Policy.
- 3.7.6 An annual report concerning the number, general type and general disposition of incidents as well as educational and other activities related to this policy will be prepared

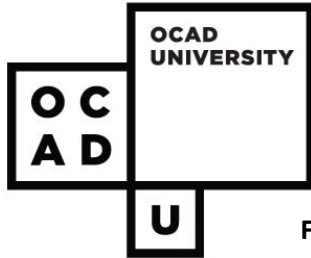
by the TAT and presented to the Vice-President, Finance & Administration and the Joint Health & Safety Committee.

4 Remedies & Sanctions

Any remedies and/or penalties which may be invoked in the event of an incident of potential violence or threatening behaviour will take into consideration and address the interests of the OCAD U community at large.

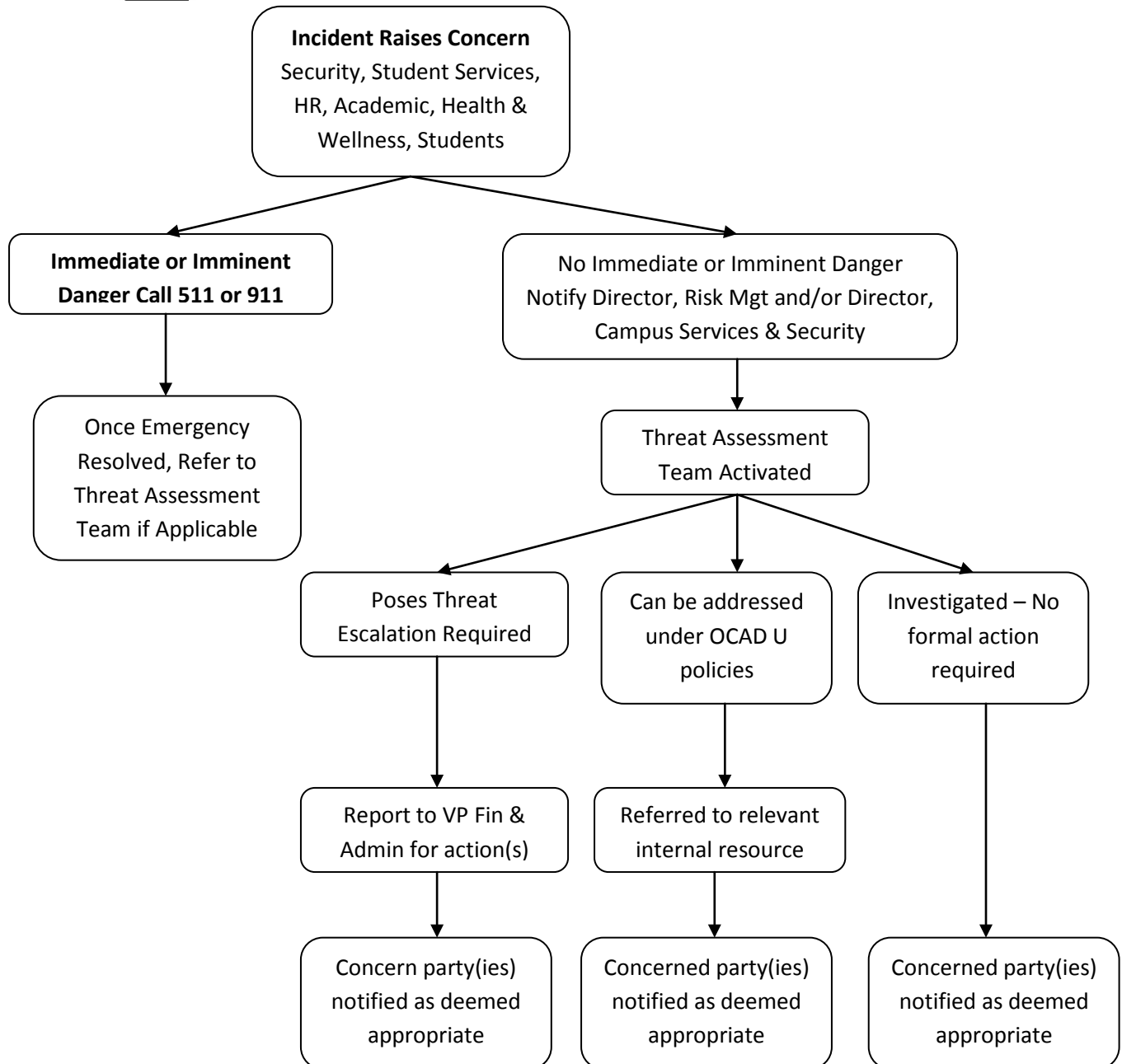
Wherever there is a finding of potential violence or threatening behaviour within OCAD U's work or learning environment, there are a range of remedies and/or penalties which may be imposed. These include, but are not limited to, one or more of the following:

- 4.1 A written directive from the relevant supervisor to cease the behaviour, with failure to do so leading to further penalty;
- 4.2 A program of education for the individual(s) and/or department;
- 4.3 An oral and/or written apology;
- 4.4 Counseling and training;
- 4.5 Restricted access to a physical area of the University;
- 4.6 For students, suspension for a set time or expulsion, as set out by the Academic Misconduct Policy and *Non-Academic Misconduct Policy*; and/or
- 4.7 For employees, suspension for a set time, with or without pay, or dismissal.



TAT INCIDENT ASSESSMENT PROCESS

Forms Part of 5005 – Response to Violent or Threatening Behaviour Policy



Please note: Security can be brought in at any time during this process should there be safety concerns.