

Policy History
<b>Policy No.</b> SR8
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Vice President Human Resources
<b>Effective Date:</b> March 15, 2023

## Emergency Response to Inappropriate, Disruptive or Threatening Behaviour Policy

### Purpose

To establish procedures for emergency response to inappropriate, disruptive or threatening behaviour.

### Scope

This Policy is intended to apply only in emergency situations. It should be read in conjunction with other Kwantlen Polytechnic University Policies or Collective Agreements which address inappropriate conduct by students or employees.

### Principles

1. Kwantlen Polytechnic University shall be a safe place to work and study. Therefore:
  - a. Immediate removal of an individual from campus may occur in an emergency situation.
  - b. A period of suspension is allowed if an investigation is required.
  - c. Every Kwantlen Polytechnic University employee has an obligation to report any information that is important to the safety and security of Kwantlen Polytechnic University and/or its students and employees.

### DEFINITIONS

#### Incident

An incident will exist where an individual exhibits behaviour including but not limited to the following:

1. threats to the physical safety of the individual or others;

2. verbal threats to or abuse of students, University personnel or others legally accessing the University property;
3. recurring and/or willful damage to University property;
4. conduct disruptive to the teaching/learning process.

## **Emergency**

An emergency will be deemed to exist where a student, employee or any other person exhibits inappropriate, disruptive or threatening behaviour that does or may constitute a threat to the well-being of others on campus or a threat to the person's own well-being.

## **Continuing Suspension**

A continuing suspension is a suspension effected under this Policy where an investigation is being conducted. A continuing suspension is not a disciplinary action.

# **PROCEDURES**

Where anyone on campus believes an emergency exists, the following procedure may be used to remove the person from campus and to allow for a period of investigation:

1. Contact Campus Security and provide complete details of the situation;
2. Referral will be made to the police, where appropriate,;
3. Campus Security will, where appropriate, either immediately attend and intervene or contact a member of the Campus Emergency Response Team;
4. Where warranted, Campus Security and/or the member of the Campus Emergency Response Team shall effect the removal of the individual from campus and shall call on the assistance of appropriate services as necessary;
5. The Campus Security Manager shall, as soon as possible, contact the Vice President Finance & Administration Office and provide information about the situation. The Vice President Finance & Administration shall confirm the employee or student status of the individual concerned.
6. The Vice President, Administration and Student Services, the Vice President responsible for Communications and the Director of Security shall also be notified by the Vice President, Finance & Administration as soon as possible. Any employee involvement will be dealt with by the Vice President, Human Resource Services under the terms of the appropriate Collective Agreement.
7. After consultation with the Campus Security Manager and other relevant persons, the Vice President Finance & Administration may authorize a continuing suspension of a student or community member from campus. Where the Vice President authorizes a continuing suspension, she/he shall issue a letter suspending the individual from access to all or some of the University premises. The Vice President Finance & Administration

has the authority to impose a continuing suspension of up to two weeks in the case of a semester-length program and up to one month from a continuous intake program.

8. Copies of the suspension letter shall be provided as necessary to the Campus Security Manager, the appropriate Dean, Director or Vice President, Registrar, Vice President of Human Resource Services or the employee. If the suspended individual is an employee a copy of the suspension letter will be sent to their union.

## **INVESTIGATION**

1. After a continuing suspension has been issued by the Vice President, a full investigation of the incident(s) will be undertaken.
2. The Vice President, Finance & Administration or delegate shall investigate the incident(s) and shall take statements from all witnesses. The Vice President shall invite the suspended person to provide a written account of the incident(s).

## **ACTION**

1. After considering the available evidence, the Vice President shall determine whether or not to initiate disciplinary action.
2. If it is determined that the continuing suspension was warranted but that no further action is required, a letter shall be sent to the person and to all persons who received copies of the original suspension letter.
3. If disciplinary measures are initiated, discipline shall be handled in accordance with the appropriate University policies or collective agreements.
4. If it is determined that the suspension was not warranted, a letter shall be sent to the person and to all persons who received copies of the original suspension letter. The Vice President shall take action to mitigate any harm done to the suspended person.

## **RELATED POLICIES:**

SR9 *Violence in the Workplace*

ST7 *Student Conduct (Non-Academic)*