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

### DISTRESSED BEHAVIOUR

- 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
- Coming to work or class under the influence of alcohol and/or drugs
- Increased absenteeism (missing work, appointments)
- Decline in work performance or decline in academic work
- Repeated expressions of hopelessness, helplessness, desperation or persecution

### DISRUPTIVE BEHAVIOUR

- 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
- Undermining work
- Demeaning commentary

### DISTURRING BEHAVIOUR

- 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
- Conspicuous shunning, staring, silence
- Acts of bullying/harassment

### POTENTIAL THREATS

- 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/bullying
- Threatening phone calls, emails, social media or other correspondence

### THREATS & VIOLENCE

- Direct threat to harm
- Challenges to fight/shoving
- Physical attacks
- Display or threat to use a weapon

### DISTRESSED BEHAVIOUR

**WHAT TO DO**

**Person is distressed, but behaviour is not disruptive:**
- **Student:** Report behaviour to Student Services
- **Staff/Faculty:** Refer to the Employee Assistance Program (EAP)

No change in behaviour after your discussion_

- **Student:** Report behaviour to Student Services
- **Staff/Faculty:** Report behaviour to your Manager who will contact Human Resources

The individual is unwilling to seek assistance_

- **Student:** Report behaviour to the Director Student & Ancillary Services
- **Staff/Faculty:** Report behaviour to your Manager who will contact HR

### DISRUPTIVE BEHAVIOUR

**WHAT TO DO**

**Single instance of disruption:**
- Act immediately to stop inappropriate behaviour by pulling the individual aside to clarify expectations and consequences, or ask them to leave the office/class.

No change in behaviour after your discussion_

- **Student:** Report behaviour to the Director Student & Ancillary Services
- **Staff/Faculty:** Report behaviour to your Manager who will contact HR

### DISTURRING BEHAVIOUR

**WHAT TO DO**

**CALL SECURITY AT EXT. 4444**

To discuss establishing safety Procedures

**WHAT TO DO**

- **Staff/Faculty:** Report behaviour to your Manager who will contact HR.
- **Student:** Report behaviour to the Director Student & Ancillary Services
- **Staff/Faculty:** Report behaviour to your Manager who will contact HR.

### POTENTIAL THREATS

**WHAT TO DO**

**CALL SECURITY AT EXT. 4444**

To discuss establishing safety Procedures

**WHAT TO DO**

- **Staff/Faculty:** Report behaviour to your Manager who will contact HR.
- **Student:** Report behaviour to the Director Student & Ancillary Services
- **Staff/Faculty:** Report behaviour to your Manager who will contact HR.

### THREATS & VIOLENCE

**WHAT TO DO**

**INTERNAL PHONE DIAL 9-911**

**EXTERNAL PHONE DIAL 911**

For immediate assistance

**WHAT TO DO**

**CALL SECURITY AT EXT. 4444 if reporting after the incident**

- **Students:** Report behaviour to the Director Student & Ancillary Services
- **Staff/Faculty:** Report behaviour to your Manager who will contact HR

### CONTACT INFORMATION:

**Security Team**

Email: securityteam@algomau.ca

Phone ext. 4444

**Human Resources**

Online: http://algomau.ca/about/administration

Email: hr@algomau.ca

Phone: ext. 4112

**Student Services**

Online: http://algomau.ca/student_life/student_services/

Email: studentlife@algomau.ca

**Employee Assistance Program**

Online: www.lifebalance.net

Toll-free 1-877-630-6701

### NOTES:

- If based on human rights grounds (e.g., sex, sexual orientation, race, disability etc.) contact the Human Rights and Equity Office.  equity@algomau.ca

- If the complaint is about your manager, you should raise the concern with the person to whom your manager reports.

- Managers should establish emergency protocols for persons with disabilities

**For workplace violence and harassment policies and programs contact Health & Safety Officer ext. 4373 healthandsafety@algomau.ca**