

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
OP.418	Vice President, Finance and Administration		
Policy Name			
At-Risk Behaviour and Violence Response and Prevention			
Approved by	Replaces	Category	Next Review
SLC		Safety	December 2028
Date Issued	Date Revised	Related Policies	
May, 2022	December 13, 2023	B.506 Standards of Conduct B.701 Student Code of Conduct OP.420 Safety and Emergency Services Policy	

1. PURPOSE

- 1.1 This policy facilitates early identification of at-risk behaviour and creates a system designed to receive, respond, and consolidate reports of at-risk and violent behaviour.
- 1.2 Capilano University (the “University”) is committed to supporting a healthy learning and work environment and to comply with the *Workers Compensation Act* and *Occupational Health and Safety Regulation* (the “Legislation”). Recognizing at-risk behaviour and responding with timeliness and concern are critical factors in preventing potential violence (including harm to self, others, and University property).

2. DEFINITIONS

“**At-risk behaviour**” means a person’s words or conduct that, while not indicative of a clear immediate threat, gives rise to a reasonable belief that they may engage in conduct that could cause harm to others or themselves in the future. It includes direct or indirect behaviour that:

- a) engages in unlawful, dangerous, or violent conduct, as defined by the Legislation;
- b) leads to a reasonable belief that the safety or security of any person(s) is threatened, whether or not the threat was communicated to such person(s);
- c) leads to a reasonable belief that the person(s) engaging in the behaviour is at imminent risk of self-harm;
- d) leads to a reasonable belief that the safety of property is threatened; and/or
- e) leads to a reasonable belief that risk may escalate based on current concerning behaviours.

“Decision maker” means any person(s) responsible for imposing interim measures and/or conducting an investigatory process.

“Employee” means any person employed by the University.

“Executive” for the purposes of this policy refers to the President and Vice Presidents of the University.

“Hazard” means a thing or condition that may expose a person to a risk of injury or occupational disease; or any condition or activity that could reasonably be expected to be an imminent or serious threat to the life or health of a person exposed to it before the hazard or condition can be corrected or the activity altered.

“Member of the University community” means employees, students, board members and volunteers.

“Risk” in this policy means the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with property or equipment loss, or harmful effects on the environment.

“Safety” means the freedom from injury, harm, danger, or loss to property whether deliberate or accidental, as required by the *Workers Compensation Act* and the *BC Occupational Health and Safety Regulation*.

“Student” means an individual enrolled in any course (credit or non-credit) at the University.

“Threatening behaviour” means behaviour that may cause another person to fear injury or harm.

“University premises or property” means any University owned or rented/leased lands, facilities, or conveyance, including on-line forum.

“University activity” includes an activity or event conducted under the authority of the University at any location, on or off campus, including on-line forum.

“Violence” or “Violent behaviour” means the attempted or actual exercise by a person of any physical force so as to cause injury and includes any threatening statement or behaviour which gives a person reasonable cause to believe that they are at risk of injury.

“Visitor or guest” means non-University community members (including alumni and donors) visiting any University premises or property or participating in a University-event.

3. SCOPE

3.1 This Policy applies to at-risk behaviour and acts of violence that:

- a) occur on University premises, by means of using University facilities, including electronic information resources, and via online activity;
- b) occur in the course of a University activity either on or off the University premises;
- c) affect or are directed towards members of the University community and where that behaviour has an impact on University related activities; or
- d) affect or are directed towards University property or property located on University premises.

and do not fall within the scope of other University policies.

3.2 This Policy applies to all members of the University community.

3.3 The University has systems in place for dealing with disciplinary and conduct matters between employees, between students, and between employees of a contractor or subcontractor working on University property or premises. Related policies are linked above.

4. POLICY STATEMENTS

4.1 The University is committed to providing a safe and healthy learning and working environment in which all Members of the University Community can learn and work without threat to personal safety from acts of violence. Any threat or act of violence against a community member is unacceptable and will not be tolerated.

4.2 The University recognizes that at-risk and violent behaviour does not always occur in isolation and that there is a possibility that it can escalate to violence. If the connection between incidents leads to the conclusion that an individual needs assistance, the existing support systems in place at the University would work with the individual at risk in an effort to provide that individual with the necessary assistance.

4.3 The University will respond to reports of violence and at-risk behaviour in accordance with the Legislation, this Policy and associated Procedures.

4.4 The University will establish and maintain an *At-risk Behaviour and Violence Response and Prevention Program* (Program) in accordance with the Legislation.

4.5 The Program will provide a mechanism for assessing, reporting, and managing at-risk behaviour and violence at the University that includes:

- a) written policy to eliminate or minimize risk;
- b) regular risk assessments;

- c) prevention procedures;
 - d) worker and supervisor training; and
 - e) procedures for reporting and investigating incidents.
- 4.6 A Duty of Care Committee (DOCC) will be established under this Policy with core representatives from the following areas:
- a) Safety and Emergency Services (chair);
 - b) Student Affairs;
 - c) Human Resources;
 - d) Centre for International Experience;
 - e) Student Housing
 - f) Registrar's Office;
 - g) Others, as required
- 4.7 The DOCC will oversee the operations of the Program and report to the VP Finance and Administration. The DOCC is governed by Terms of Reference that are reviewed on a regular basis.
- 4.8 All personal information collected under this policy will be handled in a confidential and sensitive manner and in compliance with B.700 Privacy and Access to Information Policy. Where it is determined to be reasonably necessary, and in compliance with the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation, University policies and collective agreements personal information may be disclosed to an appropriate individual in order to:
- a) protect health and safety;
 - b) ensure a full and fair investigation;
 - c) implement corrective measures;
 - d) obtain legal advice; or
 - e) inform law enforcement of reasonably suspected criminal activity or serious risk of bodily harm to an individual in keeping with privacy legislation.

5. OTHER LEGAL REMEDIES

Nothing in this policy or its procedures prevents a University community member from pursuing their rights under criminal law, civil proceedings, health and safety legislation, human rights legislation, or collective agreements.

6. POLICY REVIEW

This policy may be reviewed and modified in specific instances, as reasonably necessary. Notwithstanding that, the policy will be operationally reviewed annually, in accordance with the Legislation, and formally reviewed every three years.

7. DESIGNATED OFFICER

The Vice President, Finance and Administration is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director of Safety and Emergency Services.

8. RELATED POLICIES AND PROCEDURES

- B.310 Protected Disclosure (Whistleblower) Policy
- B.401 Sexual Violence Policy
- B.506 Standards of Conduct
- B.511 Discrimination, Bullying and Harassment Policy
- B.700 Privacy and Access to Information Policy
- B.701 Student Code of Conduct
- OP.304 Public and Media Relations
- OP.420 Safety and Emergency Services Policy
- E.404 Crisis/Emergency Management
- E.412 Emergency University Closure Policy

9. REFERENCES

- BC Workers' Compensation Act
- BC Occupational Health and Safety Regulation
- BC Freedom of Information and Protection of Privacy Act