

Toolbox Talk – Responding to Criminal Activity

Today we are going to talk about how to respond to criminal activity in the workplace. Whilst thankfully rare, it is important that we know how to respond to criminal activity on site to ensure the safety of ourselves, our co-workers and the facility.

Last month we covered workplace violence prevention and how to spot warning signs, this month's topic focuses on how to respond if you see criminal activity in the workplace.

Criminal activity could be by an employee or third party, this could include theft, fraud, assault and threats, or vandalism. For example, an employee assaulting a fellow employee or a third-party attempting to steal a vehicle from the parking lot.

It is important to follow these steps should you witness or be subject to criminal activity:

1. Prioritize personal safety, your wellbeing is paramount as such, if you find yourself witness to or involved in an incident:
 - Never approach or confront a suspect.
 - Avoid any form of physical engagement.
 - Immediately move to a secure and safe location.
2. Report the incident:
 - Dial Emergency Services and provide the following details:
 - Your exact location
 - A description of the suspect
 - Information about any vehicle involved (make, model, colour, license plate, etc.)
 - When speaking to emergency dispatchers, remain calm and speak clearly.
 - Notify on-site security personnel if applicable or a member of management as soon as possible.
3. Observe and document:
 - From a safe distance, take note of:
 - The suspect's physical appearance
 - Clothing, behavior, and direction of travel
 - Any vehicle involved (make, model, color, license plate, etc.)
4. Escalation and confrontation:

- Remain calm.
- Even verbal confrontation can escalate a situation - avoid all engagement.
- Do not confront or engage unless necessary to protect life.
- If the situation turns violent, run if possible, if not hide and only fight as a last resort.

5. Steps after the activity:

- Fully cooperate with law enforcement and internal company investigators.
- Reach out to Human Resources or other Employee Assistance Program for support if needed.

6. Prevention and awareness:

- Stay alert and aware of your surroundings, particularly in parking areas.
- Report any suspicious activity immediately.
- Adhere to all workplace safety and security policies and protocols.

If you do come across criminal activity in the workplace, be sure to follow these steps and always remember to prioritize your safety.

If you have any concerns about illegal, unethical, or other activity that just doesn't seem right, please raise it to whomever you feel comfortable, whether it be a supervisor, another member of management, Human Resources, Legal or Compliance, or RPM's hotline, posters with the hotline details can be found posted in the plant, or details can be found on RPM's website www.rpminc.com.

If you believe you have been retaliated against, you should report it to your supervisor or manager. If you feel uncomfortable doing so, you can report it to any member of management, Human Resources, Legal or Compliance, or through the Company hotline.