

RESPONDING TO CRIMINAL ACTIVITY ON COMPANY PROPERTY



1. PRIORITIZE PERSONAL SAFETY

- 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 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. AFTER THE INCIDENT

- 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.