Dealing with Disruptive Guests Virtual Events
(Steps for Faculty and Staff)

Seneca encourages respectful and inclusive interactions at all times and does not tolerate inappropriate conduct which includes spamming chats, cursing, rudeness, sexual harassment, harassment, racial slurs and other disruptive behaviours

Recommended Steps:

Step 1: Where disruption can be considered minor
- Issue a warning to the guest and that respectful interaction is required or they will be expelled from the event
- Otherwise, proceed directly to Step 2

Step 2: If behaviour continues or is severe
- Take note of the guest's ID (name, email and/or IP address)
- Disengage and Expel
- Advise the Pre-assigned Events Administration person

Step 3: If guests are expelled
- Once Event Admins expel guests immediately they will notify Seneca Security
- Seneca Security will review the incident, provide immediate support and take the necessary steps to involve additional Seneca stakeholders if needed based on whether the incident involves an external guest, staff member or student. i.e. Student Conduct, IT Security, HR, Counselling and/or Authorities (stakeholder)

Step 4: Additional Follow Up
- The Stakeholder will follow up and provide support to the individual(s) impacted

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