



# Respect & Responsibility Enforcement Guidelines



## Respect and Responsibility

The following chart represents guidelines and outlines the consequences for acts of inappropriate behaviour at all municipally owned facilities, properties, municipally sponsored events, programs in written and verbal communication (including electronic and telephone) or any other location where Municipal staff are present. It is understood that these guidelines do not include all types of behaviour, that each incident will be reviewed based on information available and that consequences outlined below are guidelines that may be adjusted to reflect conduct/actions. Consequences may be more severe or escalated depending on the circumstances of the inappropriate conduct.

Time banned is from all Municipal facilities, properties, municipally sponsored events, programs or any other location where municipal staff are present.

Inappropriate written or verbal communication will not be tolerated. Action will be taken as necessary.

Incident	1st Occurrence	2nd Occurrence	Any Subsequent Occurrences
<ul style="list-style-type: none"> <li>• Aggressive or intimidating approaches to another individual (verbal assaults)</li> <li>• Attempts to goad or incite anger in others</li> <li>• Refusal to follow town rules or a breach of policy, procedure, bylaw</li> </ul>	Letter of Warning	Minimum of 3 month ban and review to determine if further consequences are warranted	Minimum 1- year ban and review to determine if further consequences are warranted
<ul style="list-style-type: none"> <li>• Threats</li> <li>• Harassment / bullying</li> </ul>	Minimum of 3 month ban	Minimum 6 month ban and review to determine if further consequences are warranted	Minimum 3-year ban and review to determine if further consequences are warranted
<ul style="list-style-type: none"> <li>• Throwing of articles in a deliberate / aggressive manner</li> <li>• Physically striking of another individual</li> <li>• Illegal consumption of alcohol or drugs</li> <li>• Possession of weapons</li> </ul>	Minimum of 6 month ban	Minimum 1-year ban and review to determine if further consequences are warranted	Minimum 3-year ban and review to determine if further consequences are warranted
<ul style="list-style-type: none"> <li>• Vandalism to building or property</li> <li>• Theft</li> </ul>	Minimum of 1 month ban plus payment of repair costs and 20% administration fee	Minimum 6 month ban plus payment of repair costs and 20% administration fee and review to determine if further consequences are warranted.	Minimum 3-year ban plus payment of repair costs and 20% administration fee and review to determine if further consequences are warranted