

The Corporation of the Town of Greater Napanee
By-law No. 2017-0034

A By-law to Adopt a Respect in the Workplace Policy


WHEREAS the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, (the "Act") provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Council of the Town of Greater Napanee deems it expedient to adopt a Respect in the Workplace Policy;

NOW THEREFORE Council of The Corporation of the Town of Greater Napanee hereby enacts as follows:

1. That the Town of Greater Napanee Respect in the Workplace Policy attached hereto as Schedule "A" and forming part of this by-law, be hereby adopted.
2. That any by-law or policy or amendments thereto or part thereof that contradict the contents of this by-law are hereby repealed.
3. That the Respect in the Workplace Policy attached hereto as Schedule "A" shall take effect on September 29, 2017.
4. That this by-law shall come into force and take effect on the date of final passing.

Read a first and second time and finally passed this 18th day of July, 2017.



Gordon Schermerhorn, Mayor



Susan Beckel, Clerk

Schedule "A"
to
Town of Greater Napanee By-law No. 2017-0034

Respect in the Workplace Policy

Whereas the Town of Greater Napanee has a Harassment and Violence in the Workplace Policy which is amended from time to time, to reflect the expectation of how people will be treated in our workplace;

Whereas the Town of Greater Napanee also has additional Health and Safety Policies that are amended from time to time, meant to protect employees from unacceptable behaviour;

And Whereas it is deemed necessary to further develop policies to reflect that safe and respectful workplace expectations also extend to third parties that interact with staff and municipal elected officials and volunteers;

And Whereas disciplinary measures for employees who are found to violate policies are not relevant to third party, elected official and volunteer interactions in the workplace;

Now Therefore, the Council of the Town of Greater Napanee deems it appropriate to enact the following policies:

1. That the Town shall post in all buildings where the public has access, in a conspicuous location, appropriate signage that identifies expectations of a respectful workplace;
2. That copies of the Harassment and Violence in the Workplace Policies be readily available to anyone entering municipal facilities;
3. That should a member of the public, volunteer, elected official or other third party have been found to violate a Town Health and Safety Policy, they shall be subject to the following measures:
 - a) Should a member of the public, volunteer, an elected official or other third party contravene a Town Health and Safety policy meant to protect employees from unacceptable behaviour, the person will immediately be asked to leave the municipal property or the employee will immediately leave the private property, and a written notice will be sent to the individual outlining the unacceptable behaviour by the appropriate Manager.
 - b) Should a member of the public, volunteer or other third party contravene a Town Health and Safety policy meant to protect employees from unacceptable behaviour a second time within twenty-four months of receiving

Schedule "A"
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Respect in the Workplace Policy

a written notice under Section 3a) above, they will be required to act through an agent on all dealings with Town employees for a period of six months, and this written notice will be sent by a Manager. For an Elected Official, the term will be three months except for attending a Council meeting or Committee meeting for which they are the Council Appointee.

- c) Should a member of the public, volunteer or other third party contravene a Town Health and Safety policy meant to protect employees from unacceptable behaviour, within twenty-four months of the ending of a six-month agent period, they shall be required to deal through an agent indefinitely, and written notice will be sent by a Manager. For an Elected Official, the term will be at the determination of Council, except for attending a Council meeting or Committee meeting for which they are the Council Appointee.
- d) Staff shall immediately notify police if a person who has been suspended from entering a municipal building or property does so during the period of suspension.

- 4. That this policy shall be adopted by By-law No. 2017-0034 on July 18, 2017 and shall take effect on September 29, 2017.

Dated at Napanee, ON this 18th day of July, 2017

JULY 18, 2017
Date



Susan Seckel
Signature of Clerk