

**TOWNSHIP OF SOUTH FRONTENAC  
BY-LAW 2021-07**

**A BY- LAW TO ADOPT A RESPECT IN THE WORKPLACE POLICY**

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**WHEREAS** the Municipal Act, 2001, 5.0. 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 Township of South Frontenac deems it expedient to adopt a Respect in the Workplace Policy;

**NOW THEREFORE** Council of The Corporation of the Township of South Frontenac hereby enacts as follows:

That the Township of South Frontenac Respect in the Workplace Policy attached hereto as Schedule "A" and forming part of this by-law, be hereby adopted.

That any by-law or policy or amendments thereto or part thereof that contradict the contents of this by-law are hereby repealed.

That the Respect in the Workplace Policy attached hereto as Schedule "A" shall take effect on February 16, 2021.

That this by-law shall come into force and take effect on the date of final passing.

Read a first and second time this 16 day of February, 2021.

Read a third time, signed and sealed this 16 day of February, 2021.

**CORPORATION OF THE  
TOWNSHIP OF SOUTH FRONTENAC**

  
\_\_\_\_\_  
Ron Vandewal, Mayor

  
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Angela Maddocks, Clerk

TOWNSHIP OF SOUTH FRONTENAC  
SCHEDULE "A" TO  
BY-LAW 2021-07

Respect in the Workplace Policy

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Whereas the Township of South Frontenac 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 Township of South Frontenac 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 Township of South Frontenac deems it appropriate to enact the following policies:

1. That the Township 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 upon their request;
3. That should a member of the public, volunteer, or other third party have been found to violate a Township Health and Safety Policy, they shall be subject to the following measures:
  - a. Should a member of the public, volunteer, or other third party contravene a Township 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. In either instance, 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 Township Health and Safety policy meant to protect employees from unacceptable behaviour a second time within twenty-four months of receiving a written notice under Section 3a) above, they will be required to act through an agent on all dealings with Township employees for a period of six months, and written notice to this effect including notice of trespass on applicable municipal property will be sent by the CAO or their designate.
  - c. Should a member of the public, volunteer, or other third party contravene a Township 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 to this effect including notice of trespass on applicable municipal property will be sent by the CAO or their designate.

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- d. Staff shall immediately notify police if a person who has been served a notice of trespass from entering a municipal building or property, does so during the period of suspension.
  
- 4. Notwithstanding the progressive approach outlined in this By-law, the CAO or their designate may refer a matter to law enforcement or take other immediate actions as required to ensure the health and safety of Township staff, elected officials or volunteers.

Dated at The Township of South Frontenac this 16 day of February, 2021.