

## MANAGEMENT REPORT

**Date:** October 28, 2024  
**To:** Mayor and Council  
**From:** Dave Bush, Director of Human Resources  
**Report Number:** COU24-126  
**Attachments:** Draft Public Conduct Policy  
Revised Respectful Workplace Policy H.1.36

---

**Title:** Respectful Workplace Policy Options

**Objective:** Review the current Respectful Workplace Policy H.1.36 and provide options for council for consideration.

**Background:** Bill 168, Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace) received Royal Assent December 15, 2009. Since that time policies have evolved into what is now referred to as Respect in the Workplace.

On May 8, 2023, Council at the City of Stratford adopted Policy H.1.36 Respectful Workplace Policy.

The Corporation of the City of Stratford (the City) is committed to providing quality service to all members of the public. Our goal is to promote a safe, healthy, respectful, inclusive and positive environment for all members of the public, council and our employees.

The City will not tolerate any behaviour that is hostile, offensive, humiliating and denies people of their dignity and respect in our workplace. All City employees, council members and members of the public have a responsibility to treat people with respect.

Creating a safe and respectful workplace and public spaces is a shared responsibility.

At the July 8, 2024, Regular Council meeting, notice was given that Councillor Sebben intended to put forward the following motion for consideration:

THAT the "Respectful Workplace Policy," policy number H.1.36, be suspended;

AND THAT staff provide options for the review of this policy to council for consideration at a future meeting.

At the July 22, 2024, Regular Council meeting, Council adopted the following resolution:

THAT staff provide options for the review of this policy to council for consideration at a future meeting.

**Analysis:** Since Policy H.1.36 was adopted there have been several events that have taken place connected to the policy that have caused great concern for members of the public, members of council and staff. There appears to be confusion in the current policy as members of the public, elected officials, local board and committee members, and staff are all layered into one policy.

Staff have reviewed the following options:

1. Separate the current Respectful Workplace Policy into three (3) separate policies.
2. Remove the Public portion of the current Respectful Workplace Policy and focus on Code of Conduct – Council, Local Boards & Committees and Respectful Workplace for employees.
3. Maintain the current Respectful Workplace Policy

Staff are recommending Option #1 – Separate the current Respectful Workplace Policy into three (3) separate policies:

1. Public Conduct Policy
2. Code of Conduct – Council, Local Boards & Committees (existing)
3. Respectful Workplace Policy – Employees

Human Resources, in consultation with an employment law firm that specializes in workplace investigation/workplace audit services related to allegations of bullying, harassment, discrimination, and sexual harassment in the workplace, have reviewed the current policy and support a revision of the current H.1.36 policy and separate the policy into three (3) distinct policies: Public Conduct Policy, Council Code of Conduct and an updated employee focused Respectful Workplace Policy.

**Public Conduct Policy:** A council policy applicable to all members of the public (residents, non-residents, visitors, tenants, etc.).

**Council Code of Conduct:** Council policy applicable to Members of City Council, Local Boards and Committees.

**Respectful Workplace Policy:** Administration policy applicable to all City of Stratford employees (full-time, part-time, casual, temporary, volunteers and councillors).

Creating three (3) separate policies to address behaviours clarifies the responsibilities, the policy impact, the format applied and proper procedures to follow should it be necessary.

**Financial Implications:****Financial impact to current and future year operating budget:**

Consultation and staff time are supported through the budgeting process.

**Legal considerations:**

There are no legal implications to be reported.

**Alignment with Strategic Priorities:**

Not applicable

**Alignment with One Planet Principles:****Health and Happiness**

Encouraging active, social, meaningful lives to promote good health and wellbeing.

**Equity and Local Economy**

Creating safe, equitable places to live and work which support local prosperity and international fair trade.

**Culture and Community**

Nurturing local identity and heritage, empowering communities and promoting a culture of sustainable living.

**Staff Recommendation: THAT Council direct the Director of Human Resources to implement Option 1 in Report COU24-126 – Separate the current Respectful Workplace Policy H.1.36 into three (3) separate policies and update the City’s Respect in the Workplace web page;**

**THAT Council adopts the Public Conduct Policy;**

**AND THAT Council accepts the Administration Policy “Respectful Workplace Policy H.1.36” as information.**

<b>Prepared by:</b>	Dave Bush, Director of Human Resources
<b>Recommended by:</b>	Dave Bush, Director of Human Resources Joan Thomson, Chief Administrative Officer