



Respect & Responsibility

Enforcement Guidelines



RZone is a policy requiring all persons wishing to visit or participate in any Town of Ingersoll Community Services Departments facilities, parks, or programs to **respect others** and **take responsibility** in helping the Town maintain a positive and safe environment. The following chart represents guidelines and outlines the consequences for acts of inappropriate behavior 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 behavior, that each incident will be reviewed based on information available and that consequences outlined below are guidelines that may be adjusted to reflect conduct/action. Consequences may be more severe or escalated depending on the circumstances of the inappropriate conduct.

Incident	1 st Occurrence	2 nd Occurrence	Any Subsequent Occurrences
Theft	Minimum 1 Day Suspension Item returned to it's owner	Minimum 2 Day Suspension	Removed from Program
Intentional Damage - Minor -Major Bullying/Cyberbullying Putting oneself in a situation where safety is a risk - negatively impacting programs	Minimum 2 Day Suspension **The Town may seek compensation for cost of damages	Minimum 1 Week Suspension **The Town may seek compensation for cost of damages	Meeting with Director or Manager upon return
Inappropriate Language -directed at another participant or staff - excessive swearing or threats - abusive language - racial slurs	Verbal/Letter of Warning or Minimum 1 Day Suspension	Minimum 2 Day Suspension	Suspension & Behaviour Contract set up prior to returning to program
Assault - Possession of a weapon - minor assault -major assault Drugs & alcohol - possession - under the influence - distribution	Minimum 1 Week Suspension up to Indefinite Suspension		
Disrespect - towards another participant or staff - lying	Verbal/letter of Warning	Minimum 1 Day Suspension	

Refunds will NOT be given by the Community Services Department or any other affiliate user group to individuals/groups found to be in violation of this policy