

# CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

## BY-LAW NO. 08-321

Being a by-law adopt the following Human Resources Policies  
HR-002-00; HR-003-00; HR-004-00; and HR-005-00

**WHEREAS** *Section 224b of the Municipal Act, 2001* as amended (the Act) requires all municipalities to develop and evaluate the policies and programs of the municipality;

**AND WHEREAS** the Council for the Corporation of the Township of South Algonquin is interested in fostering a respectful work environment that is free from discrimination and biases.

**NOW THEREFORE** the Council for the Corporation of the Township of South Algonquin hereby approves and adopts the following policies:

Respect in the Workplace HR-002-00 (attached as Appendix A)

**Purpose:** The Township of South Algonquin (“the Township”) is committed to providing a working environment in which all individuals are treated with respect and dignity, which is supportive of their productivity and of their personal goals and self esteem. The Township will not tolerate disrespectful behaviour or harassment within the workplace.

The goal of this Policy is to maintain a respectful working environment that is free from harassment. The policy includes a procedure for dealing with both informal and formal complaints of harassment in a fair and timely manner, respecting the rights of all parties.

The Township is committed to implementing this Respect in the Workplace Policy in a fair and impartial manner which respects the rights of all individuals. It encourages reporting of all incidents of harassment, regardless of who the offender may be.

Human Rights and Accommodation Policy HR-003-00 (attached as Appendix B)

**Purpose:** Every Township employee or potential employee has the right to be free from discrimination in employment.

The Township of South Algonquin (“the Township”) is committed to meeting its obligations under the Ontario *Human Rights Code* as amended from time to time (“the Human Rights Code”).

While the Township will endeavour to remove barriers that cause discrimination in the various aspects of the employment relationship (hiring, designing job requirements, promotions, training, and so on), it recognizes that individuals may nevertheless continue to require individual accommodations for reasons such as their religious observances, disabilities, and so on.

It is the Township’s Policy to respond in a timely, confidential and sensitive manner whenever a need for individual workplace accommodation is brought to its attention. Employees who indicate a need for a workplace accommodation can expect the Township to treat them with dignity and respect.

Employee Confidentiality Statement Policy HR-004-00 (attached as Appendix C)

**Purpose:** To establish an “Employee Confidentiality Statement” to protect the security and confidentiality of records and personal information to which the Township of South Algonquin is in possession of and that may be exposed to Township employees in fulfilling the requirements of their duties.

Employee/Volunteer Police Records Check Policy HR-005-00 (attached as Appendix D)

**Purpose:** The Township of South Algonquin (“the Township”) offers services and programs within the Township. Many services and programs are provided to individuals who will have supervised and/or unsupervised access to vulnerable persons or has access to money, confidential information or vulnerable property. As the Township is generally responsible for the work and/or events for which they govern, and has a certain moral, ethical and legal responsibility to the members of its community, it is committed to providing a safe and secure environment in which all individuals can remain involved, both as a participant and as a volunteer.

The goal of this Policy is to maintain a respectful work and living environment that is free from risk to members of the community. This policy includes procedures for dealing with employees and volunteers who are in a position of trust.

The Township is committed to implementing this Employee/Volunteer Screening Policy in a fair and impartial manner which respects the rights of all individuals.

**REPEAL OF BY-LAWS**

Any other by-law inconsistent with or antedating this By-law is hereby repealed.

**DATE BY-LAW COMES INTO EFFECT**

This by-law shall come into force and take effect upon final passing.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED AND ENACTED this 7th day of August 2008.**

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Percy Bresnahan, Mayor

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Harold Luckasavitch, Clerk-Treasurer

*(Schedules are available at the Township Office for review)*