

# THE TOWN OF FORT FRANCES

## Section: Sister Betty Kennedy Centre

### Policy: Standards & Discipline

**Creation Date:**

**Resolution Number: DRAFT**

**Policy Number:**

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#### **Policy Statement:**

Participants come to the Centre from all sorts of backgrounds and with many different personalities. At times, an individual's actions may have a negative impact on other participants or the Centre's operation.

#### **Procedures:**

If any concerns or incidents should occur, the following procedure shall be followed:

- a) Any discussion or action taken during this process will remain confidential. All interchanges must be documented.
- b) The Manager shall bring to the person's attention how the behaviour is impacting on others and listen carefully to the individual's response. If the concern or incident is not resolved it will be brought to the Board.
- c) The Manager may choose to bring the individuals involved together to discuss the concern or he/she may choose to meet with the individual alone. Both individuals need to be consulted.
- d) If the individual's behaviour does not change, the Manager will discuss the situation with the Board and a formal letter will be written to the person clearly explaining how their behaviour is negatively impacting on the Centre and other individuals. It will also state the consequences should their behaviour not change, which may include:
  1. Restriction in their volunteer opportunities
  2. Restriction in the use of the Centre (banned from the Centre for a certain length of time or permanently)