



Respect and Responsibility



**Corporation of the
Municipality of West Grey**

402813 Grey Road 4
RR 2 Durham, ON N0G 1R0
519-369-2200

Date

Individual's Name

Address

Town/Postal Code

Delivered by Registered Mail

Re: Inappropriate Behaviour Incident at Municipality of West Grey – Location

Dear Name,

The Municipality of West Grey has implemented an Rzone policy to promote a positive, safe, and supportive environment for all members of the public and staff. The “R” in Rzone stands for Respect and Responsibility - **Respect** for yourself; **Respect** for others; and **Responsibility** for your actions.

The Rzone enforces zero tolerance of inappropriate behaviour and action, violence and vandalism at all municipal facilities, properties, municipal sponsored events, programs, in written or verbal communication (including email or phone), in municipal vehicles, or any other location where municipal staff are present.

This is to advise you that your behaviour on (date) at (location) is in violation of our Rzone Policy and in particular, your conduct in (description of incident).

Any future incidents of this nature will not be tolerated.

For your reference, a copy of the Municipality of West Grey’s Rzone Brochure is enclosed. If you have any questions or require any additional information, please feel free to contact me at the phone number or email listed below.

Yours truly,

Manager / Department Head

CC: CAO