



# COUNTY OF WELLINGTON

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## Committee Report

**To:** Chair and Members of the Administration, Finance and Human Resources Committee  
**From:** Susan Farrelly, Director of Human Resources  
**Date:** Tuesday, November 21, 2023  
**Subject:** **Corporate Cease and Desist and No Trespass Notice Policy**

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### Background:

Ensuring the Health and Safety of employees is a multifaceted approach with many stakeholders and responsibilities involved. There are very specific requirements outlined in the Occupational Health and Safety Act relating to the responsibilities of employers and supervisors to ensure a safe workplace, requirements in relation to Workplace Violence and Harassment in the workplace, as well as information relating to offences and penalties if found to be in contravention of the Act.

The County has made very strong statements about our commitment to Health and Safety through our current policies. In the County of Wellington Health and Safety Statement Policy, it indicates that “Where reasonable, the County of Wellington will strive to exceed the legislated requirements by adopting the best practices available to protect employees and to promote a positive health and safety culture. The County of Wellington will work towards continuous improvement in its health and safety programme.”

Furthermore, in the County’s Workplace Violence Policy, it indicates “The County of Wellington is committed to providing a safe and healthy workplace free from actual, attempted or threatened violence. The County recognizes that workplace violence is a health and safety and human resources issue and will take reasonable precautions to prevent workplace violence and to protect employees at the workplace.”

### Corporate Cease and Desist and No Trespass Notice Policy

The process for implementing a Cease and Desist letter or the issuance of a No Trespass Policy was referenced in the Personal Safety and Security policy that was released to employees in 2022. In order to guide employees and the various County Departments on the process and steps required, a Corporate policy to provide more detail has been developed and is attached to this report for reference.

County Solicitor Su Dason was engaged to assist in the decision-making and drafting of this policy, along with Nicole Vogt – Health and Safety Manager. To maintain the County of Wellington’s high standards of service delivery, the County of Wellington is committed to treating individuals with respect, dignity, and professionalism while ensuring the safety of all staff and individuals accessing our services.

The commitment to these safety initiatives align with the 2023 County of Wellington Strategic Action Plan at this link [Wellington-County Strategic-Action-Plan-AODA-Updated.pdf](#) to ensure that we

continue to build on the current, strong, corporate culture and attract and retain the best staff to help the County continue to deliver top quality service to its residents.

**Recommendation:**

That the report titled Corporate Cease and Desist and No Trespass Notice Policy be received for information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Susan Farrelly". The signature is stylized with a large, looping "S" and a long, sweeping underline.

Susan Farrelly  
Director of Human Resources

Attachment: Corporate Cease and Desist and No Trespass Notice Policy HR#17.4 November 2023