

Adopted by Council at its meeting held March 23, 2015 [M104-2015]

/AA

Windsor, Ontario March 23, 2015

**REPORT NO. 254 of the
ENVIRONMENT, TRANSPORTATION & PUBLIC SAFETY
STANDING COMMITTEE**
of its meeting held February 18, 2015

Present:
Councillor P. Borrelli
Councillor F. Francis
Councillor C. Holt
Councillor H. Payne
Councillor B. Marra

That the following recommendations of the Environment, Transportation and Public Safety Standing Committee **BE APPROVED:**

Moved by Councillor Francis, seconded by Councillor Holt,
THAT City of Windsor's policies identified in Appendix A as being applicable to Transit Windsor **BE ADOPTED** as the governing policy for Transit Windsor; and
That any updated or newly developed City of Windsor policy, procedure and related document will pertain to Transit Windsor, unless specifically excluded or unless there is a requirement for Transit Windsor to maintain a different policy, procedure and related documents due to its federal status or the uniqueness of its operation or Collective Agreement.


Carried.

Clerk's Note: The report of the General Manager, Transit Windsor entitled "Transit Windsor/City of Windsor Policies" is attached as background information.

Livelihood #17554

MT/11906


CHAIRPERSON


DEPUTY CLERK

| NOTIFICATION: | |
|---------------|---------------------|
| NAME | CONTACT INFORMATION |
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THE CORPORATION OF THE CITY OF WINDSOR
Transportation Division – Transit Windsor



MISSION STATEMENT:

"Our City is built on relationships – between citizens and their government, business and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together"

| | |
|--|---|
| LiveLink REPORT #: 17554 MT/11906 | Report Date: January 9, 2015 |
| Author's Name: Penny Williams | Date to Council: February 18, 2015 |
| Author's Phone: 519 944-4141 Ext 242 | Classification #: |
| Author's E-mail: pwilliams@city.windsor.on.ca | |

TO: Environment, Transportation & Public Safety Standing Committee

SUBJECT Transit Windsor/City of Windsor Policies

1. RECOMMENDATION: City Wide: X Ward(s): _____

That the City of Windsor's policies identified in Appendix A as being applicable to Transit Windsor be adopted as the governing policy for Transit Windsor and

That any updated or newly developed City of Windsor policy, procedure and related document will pertain to Transit Windsor, unless specifically excluded or unless there is a requirement for Transit Windsor to maintain a different policy, procedure and related documents due to its federal status or the uniqueness of its operation or Collective Agreement.

EXECUTIVE SUMMARY:

N/A

2. BACKGROUND:

At its meeting on June 30, 2014, City Council adopted CR 136/2014 that approved a new governance model for Transit Windsor under the direction of the City of Windsor's new Corporate Leader of Transportation Services.

Historically Transit Windsor maintained its policies separate and apart from the City's policies. While Transit Windsor will still be required to maintain separate policies due to the federal nature of the organization, under the new governance model, the City's policies should be adopted, where applicable. Due to the federal nature of its operation, Transit Windsor is required to comply with the Canada Labour Code for purposes of

health and safety and labour relations. At its Board meeting held on November 11, 2014, the Transit Windsor Board of Directors adopted resolution number T.W.56/2014 that read as follows:

- I. That the Transit Windsor Board of Directors approve adopting the City of Windsor's policies, procedures and related documents effective January 1, 2015 where appropriate; and
- II. That the Transit Windsor Board of Directors delegate the authority for determining if any further policies, procedures and related documents are appropriate for adoption to the Chief Administrative Officer (CAO) of the City of Windsor, or designate and the General Manager of Transit Windsor; and
- III. That, if Transit Windsor had a policy, procedure and related document for a City policy that is to be adopted, that the Transit Windsor policy, procedure and related documents be rescinded effective January 1, 2015; and
- IV. That Transit Windsor's employees be required to be familiar with and comply with the applicable City of Windsor policies and procedures and related documents, as posted on Dashboard and amended from time to time; and
- V. That, as Transit Windsor is a federal employer for labour relations and where both provincial and federal legislation govern the policy, Transit Windsor employees will be held to the federal standard; and
- VI. That a final report on the adopted policies be brought back to City Council.

At the meeting of December 15, 2014, City Council resolution M435-2014 adopted these minutes.

In addition, PWC's internal audit results noted that Transit Windsor's fraud policy was not up to date. Transit Windsor management agreed that the fraud policy did identify a requirement to update the policy every five years and in 2012 Administration began the process of updating the policies and procedures, as time permitted. However, in view of the recent restructuring approved by City Council, Transit Windsor will be adopting the City of Windsor's Fraud Policy effective in the 1st Quarter of 2015.

3. DISCUSSION:

Per the direction provided in resolution T.W. 56/2014, to ensure that compliance with the City's policies is consistent throughout the corporation and to make the process more efficient, all Transit Windsor and City of Windsor policies were reviewed to determine what other City policies could be adopted.

Management's response to the PwC's observation on the fraud policy was that this would be brought forward in early 2015 and this report summarizes the policies that were reviewed. In order to ensure that all policies and procedures were considered, Transit Windsor's General Manager reviewed all the documents listed on Dashboard and a summary of these documents is listed in Appendix A.

Administration has begun rolling out the new policies with staff. At each manager's meeting, specific policies are discussed and managers are then required to update their staff. Internal notices to staff are posted on bulletin boards where required. In addition,

Transit Windsor staff will continue to have access to City of Windsor training where applicable. It should be noted that Transit Windsor has mirrored many of the City's policies over recent years; however, many of the changes effective with the restructuring will take some time to fully implement.

4. RISK ANALYSIS

PwC identified that unauthorized or outdated policies can set the overriding tone for the organization's culture and weaken the governance posture. Employees who are unaware of a fraud policy or how to report it may not understand the appropriate process to disclose what they know.

In order to mitigate this risk, all Transit Windsor policies were reviewed and updated to comply with the City's Policies, where appropriate and a Master Policy manual compiled, noting the review dates. While Transit Windsor's training program for new employees included a discussion about general policies and theft, such training has been expanded to include the City's policies on Conflict of Interest and Fraud.

5. FINANCIAL MATTERS:

N/A


6. CONSULTATIONS:


N/A

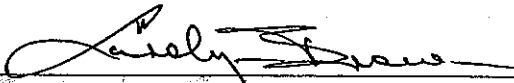
7. CONCLUSION:


The policy review is an ongoing process and other policies, procedures and related documents developed by the City may be adopted in the future. In fact, any City policy, procedure and related document will pertain to Transit Windsor, unless specifically excluded, or unless there is a requirement for Transit Windsor to maintain a different policy, procedure and related document due to its federal status, the uniqueness of its operation or its Collective Agreement.

Going forward, the Manager of Administration, with oversight by the Executive Director, will be responsible for reviewing the policies, procedures and for making recommendations to the Corporate Leader Transportation Services, who in turn will submit them for consideration by the Environment, Transportation and Public Safety Standing Committee and City Council.


for Penny Williams
General Manager


Patrick Delmore
Executive Director

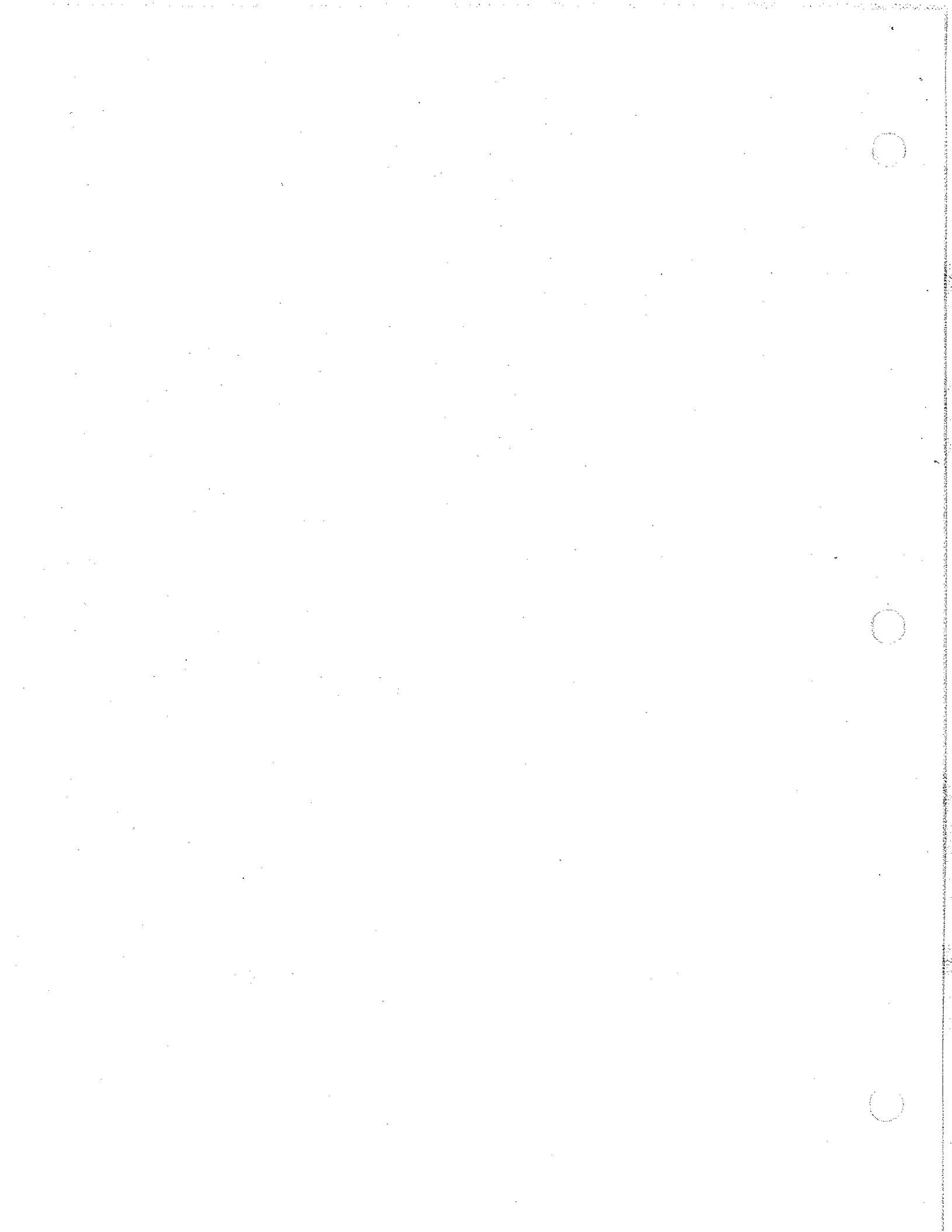

Carolyn Brown
Corporate Leader Transportation
Services


Helga Reidel
Chief Administrative Officer

APPENDICES: City of Windsor/Transit Windsor Policy Tracking

NOTIFICATION :

| Name | Address | Email Address | Telephone | FAX |
|------|---------|---------------|-----------|-----|
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APPENDIX A

CITY OF WINDSOR/TRANSIT WINDSOR POLICY TRACKING

Note: Where "TW" it is noted in the "yes" column – this signifies that the city policy was adopted with reference to TW's federal status as follows:

Transit Windsor's employees are required to be familiar with and comply the City of Windsor's Policy and procedures and related documents as amended from time to time and posted on Dashboard.

Transit Windsor was deemed to be a federal employer for labour relations and where both provincial and federal legislations govern the policy, Transit Windsor employees will be held to the federal standards

In other instances, the TW policy remains and the TW policy is referenced in the "Name" column, along with the reference number/description.

| Name | Content/ Type | Department | Category | Yes | No |
|--|------------------|--------------------|-------------------------|-----|-----|
| Absentee-Management (TW) A04/A16 Attendance Mgmt. | Procedure | Human Resources | Attendance | | N/A |
| Acceptable-Use (TW) A09 – Adopt City Policy | Policy | Information Tech | Technology | TW | |
| Accessible Customer Service | Procedure | Human Resources | AODA | | N/A |
| Accessible Customer Service Feedback | Policy | Human Resources | AODA | | N/A |
| Accessible Customer Service (T.W) Riders Guide/Accessible Service Guidelines | Policy | Human Resources | AODA | | N/A |
| Accountability and Transparency | Policy | City Clerk | Council Services | TW | |
| Accounts Receivable Billing | Policy | Finance | Accounting | TW | |
| Acquisition of Riverfront Lands | Policy | City Solicitor | Property | | N/A |
| Acting Assignment Non Union | Policy | Human Resources | Compensation | TW | |
| Acting Assignment Non Union | Procedure | Human Resources | Compensation | TW | |
| Address Assignment | Policy | Planning | Development | | N/A |
| Adopt-a- Park | Policy | Parks & Facilities | Parks | | N/A |
| Aids Policy | Policy | Human Resources | Respectful Workplace | | N/A |

APPENDIX A
CITY OF WINDSOR/TRANSIT WINDSOR POLICY TRACKING

| Name | Content/ Type | Department | Category | Yes | No |
|--|------------------|--------------------|------------------|-----|-----|
| All Way Stop | Policy | City Engineer | Traffic | | N/A |
| Alternate Format Documents | Procedure | Human Resources | AODA | | N/A |
| Amanda and PeopleSoft Security | Procedure | Information Tech. | Technology | TW | |
| Amanda Attachment | Procedure | Information Tech | Technology | TW | |
| Amanda Controlled Access | Procedure | Information Tech | Technology | TW | |
| AP Stamp & AP Approving Authorities | Procedures | Finance | Accounting | TW | |
| Assistive Devices | Procedure | Human Resources | AODA | | N/A |
| Back Injury Prevention | Procedure | Human Resources | Health & Safety | | N/A |
| Baseball Diamonds | Policy | Parks & Facilities | Parks | | N/A |
| Bicycle parking -Public Property | Policy | City Engineer | Traffic | | N/A |
| Blood Donor | Policy | Human Resources | Working Enviro. | | N/A |
| Bus Bays (School Bus) | Policy | Engineering | Development | | N/A |
| Business Improvement Area (Application to Dissolve) | Policy | Planning | Development | | N/A |
| Business Improvement Area (Capital Asset Maintenance) | Policy | Planning | Development | | N/A |
| Business Improvement Area (Capital Asset Funding) | Policy | Planning | Development | | N/A |
| By-Laws-Consecutive Numbering | Policy | City Clerk | Council Services | | N/A |
| Capital Project-Interim Financing | Policy | Finance | Accounting | | N/A |
| Capital Project Reporting | Policy | Finance | Accounting | TW | |
| Cash Receipts Control | Policy | Finance | Accounting | TW | |
| Cell Phone & Wireless Device Safe Use (TW) Hand Held Devices | Procedure | Human Resources | Health & Safety | | N/A |
| Cenotaph-City Hall Square Public Assembly | Policy | Parks & Facilities | Parks | | N/A |
| Charles Clark Square Events | Policy | Parks & Facilities | Parks | | N/A |
| Cheque Acceptance | Policy | Finance | Accounting | TW | |
| City - Twining | Policy | City Clerk | Council Services | | N/A |

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| Name | Content/ Type | Department | Category | Yes | No |
|--|------------------|--------------------------|---|-----|-----|
| Coat-of-Arms | Policy | City Clerk | Communications & Customer Service | TW | |
| Code of Conduct for Members of Council, Boards and Committees | Policy | City Clerk | Council Services | TW | |
| Code of Ethics and Conflict of Interest for Staff and Volunteers (TW) B01 – Conflict of Interest | Policy | CAO | | TW | |
| Commercial Vehicle Pre Trip Inspection (TW) Report and Pull in/ Coach Condition Card | Procedure | Human Resources | Health & Safety | | N/A |
| Concerned Employee | Policy | City Clerk | Council Services | TW | |
| Concussion | Policy | Community Development | Recreation | | N/A |
| Confined Space Entry | Policy | Human Resources | Health & Safety | | N/A |
| Corporate Leasing | Policy | Finance | Accounting | TW | |
| Corporate Safety Management Leadership Element | Procedure | Human Resources | Health & Safety | | N/A |
| Council Appointment | Policy | City Clerk | Council Services | | N/A |
| Delegated Authority to Approve Site Plans | Policy | Planning | Development | | N/A |
| Delegation of Authority By-Law | Policy | CAO | | TW | |
| Designated Substances program (TW) A05 Drug and Alcohol | Procedure | Human Resources | Health & Safety | | N/A |
| Design Build Contracting | Policy | City Engineer | Development | | N/A |
| Display of Overstreet Banners | Policy | Parks & Facilities | Traffic | | N/A |
| Distribution of Grant Funds | Policy | Finance | Accounting | | N/A |
| Doctor's Notes – CUPE Local 82 | Policy | Human Resources | Attendance | | N/A |
| Dog Licence Refund | Policy | City Clerk | Licensing | | N/A |
| Donations | Policy | Finance | Accounting | TW | |
| Downspout Disconnection | Policy | City Clerk | Infrastructure | | N/A |

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| Name | Content/ Type | Department | Category | Yes | No |
|--|------------------|--------------------|----------------------|-----|-----|
| Drivers Licence and Abstracts -TW procedure | Procedure | Human Resources | Health & Safety | | N/A |
| Employee Orientation Program | Procedure | Human Resources | Recruitment | | N/A |
| Employee Recognition | Policy | CAO | | TW | |
| Employment | Policy | Human Resources | Recruitment | | N/A |
| Facilitating Change | Policy | Human Resources | Compensation | | N/A |
| Facilities Damage Deposit | Policy | Parks & Facilities | | | N/A |
| Facility Access and Identification Badge | Policy | Human Resources | Security | | TBD |
| Family Relations (TW) A15 Hiring of Relatives | Procedure | Human Resources | Recruitment | | N/A |
| Flag Policy | Policy | City Clerk | Council Services | TW | |
| Fleet Use Policy | Policy | City Engineer | | TW | |
| Flex Time (TW) A02 Management Non-Union Overtime & (TW) A14 Holiday and Float Days | Policy | Human Resources | Working Environment | | N/A |
| Fork-Lift TW HS20011-07 | Procedure | Human Resources | Health & Safety | | N/A |
| Fraud Policy (TW) A01 Theft Property Damage (TW) B03 Fraud Policy | Policy | Finance | | TW | |
| Fundraising on Municipal Property | Policy | City Clerk | Council Services | TW | |
| Health & Safety All H&S Policies are TW policies under federal jurisdiction | Policy | Human Resources | Health and Safety | | N/A |
| Heritage committee | Policy | Planning | Heritage | | N/A |
| Hours of Service TW – Hours of Work/Rest | Procedure | Human Resources | Health & Safety | | N/A |
| Hours of Work – Overtime for Non Union (TW) A02 | Policy | Human Resources | Compensation | | N/A |
| Human Rights Policy (TW) Federal Human | Policy | Human Resources | Respectful Workplace | | N/A |

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| Name | Content/ Type | Department | Category | Yes | No |
|--|------------------|----------------------|-----------------------------------|-----|-----|
| Rights Policy | | | | | |
| Inclement Weather | Policy | Human Resources | Working Environment | | N/A |
| Industrial Lands | Policy | City Solicitor | Property | | N/A |
| Information Security | Policy | Information Tech | Technology | TW | |
| Integrated Attendance Management - (TW) A02; A06: A 07;A16 | Policy | Human Resources | Attendance | | N/A |
| Internal Extraordinary Event Notification | Policy | CAO | | TW | |
| Investment Policy | Policy | Finance | Accounting | | N/A |
| Ladder Safety | Procedure | Human Resources | Health & Safety | | N/A |
| Land Disposal | Policy | City Solicitor | Property | | N/A |
| Landscaping for Public Right of Way | Policy | Parks & Facilities | Property | | N/A |
| Learning and Development | Policy | Human Resources | Learning & Development | TW | |
| Local Improvement Act (5) polices | Policies | City Engineer | Development | | N/A |
| Lock Box System | Policy | Fire & Rescue | | | N/A |
| Lock-Out -(TW) SOP - HS 002 Lock-Out/Tag Out | Procedure | Human Resources | Health & Safety | | N/A |
| Lot Grading | Policy | Building | | | N/A |
| Mackenzie Hall – Acquisition of Furniture | Policy | Recreation & Culture | | | N/A |
| Mall Beautification | Policy | Planning | | | N/A |
| Media Policy City is updating the policy | Policy | City Clerk | Communications & Customer Service | TBD | |
| Ministry of Labour Inspections, Investigation and Protocol TW – needs to develop | Procedure | Human Resources | Health & Safety | | N/A |
| Museum (3) policies | Polices | Cultural Affairs | | | N/A |
| Municipal Alcohol | Policy | Recreation | | | N/A |
| Naming, Renaming or Dedicating Municipal Property | Policy | Parks & Facilities | Property | | N/A |
| Noise Procedure | Procedure | Human Resources | Health & Safety | | N/A |
| Non-Union Job Evaluation (TW) Pay | Procedure | Human Resources | Job Evaluation | | N/A |

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| Name | Content/ Type | Department | Category | Yes | No |
|--|------------------|-------------------|------------------------|-----|-----|
| Equity/Job Evaluation | | | | | |
| Non Union Vacation Carryover (TW) A08 – Non Union Vacation | Procedure | Human Resources | Working Environment | | N/A |
| Occupational Health & Safety - (TW) Health & Safety Policy | Procedure | Human Resources | Health & Safety | | N/A |
| PAL - Public Alert (TW) Safe Haven Program | Policy | Human Resources | Health & Safety | | N/A |
| Parking Accessible Parking | Policy | City Engineer | Traffic | | N/A |
| Parking Control Changes | Policy | City Engineer | Traffic | | N/A |
| Parking Enforcement of By-Law | Policy | City Engineer | Traffic | | N/A |
| Parking On Street Parking Permits | Policy | City Engineer | Traffic | | N/A |
| Parking Permit Policy | Policy | City Engineer | Traffic | | N/A |
| Reduced Parking Rate – Taxable Benefit | Procedure | Finance | Accounting | TW | |
| Parkland Access for Abutting Property | Policy | City Engineer | Parks | | N/A |
| Payroll Input Approval | Procedure | Finance | Payroll | TW | |
| Payroll Signing Authorities | Procedures | Finance | Payroll | | |
| Payroll Variance Report | Procedure | Finance | Payroll | TW | |
| Pedestrian Generator Sidewalk | Policy | Engineering | Traffic | | N/A |
| PeopleSoft Super User Group Meeting Protocol | Procedure | Information Tech. | Technology | TW | |
| Performance Appraisal and Development Plan Policy - Non union only | Policy | Human Resources | Performance Management | TW | |
| Performance Appraisal and Development Plan – Non union only | Procedure | Human Resources | Performance Management | TW | |
| Personal Use of City Vehicle Taxable Benefit Procedure | Procedure | Finance | | TW | |
| Physical Demands Analysis | Procedure | Human Resources | Health & Safety | | N/A |

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| Name | Content/ Type | Department | Category | Yes | No |
|---|------------------|----------------------|----------------------|-----|-----|
| Plaques, Monuments and Memorials | Policy | Cultural Affairs | | TW | |
| Policy Review | Procedure | City Clerk | | TW | |
| Procedural By-Law | Procedure | City Clerk | | TW | |
| Professional Dress Policy for Non-Uniformed Employees (TW) A13 Dress Code | Policy | Human Resources | Respectful Workplace | | N/A |
| Project Management Methodology | Policy | CAO | | TW | |
| Public Access Defibrillator (PAD) | Procedure | Human Resources | Health & Safety | | N/A |
| Public Art Policy | Procedure | Cultural Affairs | | | N/A |
| Public Notification By-Law | Procedure | Clerk | | TW | |
| Purchase Order – Receipt of Goods and Services | Procedure | Finance | | TW | |
| Purchasing By-Law 93-2012 | Policy | City Solicitor | | TW | |
| Purchasing Card Program Policy | Policy | City Solicitor | | TW | |
| Use of Recreation Facility Storage | Policy | Parks & Facilities | | | N/A |
| Recreation User Fee and Pricing | Policy | Recreation & Culture | | | N/A |
| Recycled Material Policy | Policy | City Engineer | | | N/A |
| Reference Releasing Information - (TW) SOP Releasing Information | Policy | Human Resources | Working Environment. | | N/A |
| Religious Observance | Policy | Human Resources | Respectful Workplace | | N/A |
| Religious Observance | Procedure | Human Resources | Respectful Workplace | | N/A |
| Respectful Workplace | Policy | Human Resources | Respectful Workplace | | N/A |
| Retirees – Policy for Corporate Gifts (TW) 83-2011 | Policy | Human Resources | Respectful Workplace | | N/A |
| Riverfront Festival Plaza | Policy | Recreation | | | N/A |

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| Name | Content/ Type | Department | Category | Yes | No |
|--|------------------|-----------------|--------------------------|-----|-----|
| Booking | | | | | |
| Riverfront Trail Permit for Events | Policy | Parks | | | N/A |
| Scent Safe Workplace | Procedure | Human Resources | | | N/A |
| Self Funded Benefit Account | Procedure | Human Resources | Benefits | | N/A |
| Separation of Employment | Procedure | Human Resources | Separation of Employment | | N/A |
| Service Animals Procedure TW – Riders Guide | Procedure | Human Resources | AODA | | N/A |
| Sewer Connection Servicing | Policy | Engineering | | | N/A |
| Sick Leave (TW) – Non Union Sick Leave | Procedure | Human Resources | Attendance | | N/A |
| Sidewalk Cafe | Policy | Planning | | | N/A |
| Sign Policy - Identification for Homes | Policy | Planning | | | N/A |
| Sign Policy – Trailblazing | Policy | Planning | | | N/A |
| Simply Brilliant Creative Idea Awards Program | Policy | City Clerk | Communications | TW | |
| Site Plan Control Application | Policy | Planning | | | N/A |
| Smoking in the Workplace (TW) - HS-2011-01 | Procedure | Human Resources | Health & Safety | | N/A |
| Snow Angels Program | Procedure | Human Resources | Volunteers | | N/A |
| Social Media | Policy | Communications | | TW | |
| Sponsorship | Policy | Communications | | TW | |
| Standards of Employee Department (TW) 951111 | Policy | Human Resources | Respectful Workplace | TW | |
| Street Lighting | Policy | City Engineer | | | N/A |
| Street and Alley Closing | Policy | Planning | | | N/A |
| Street Name Assignment | Policy | Planning | | | N/A |
| Streetscaping | Policy | Planning | | | N/A |
| Student Safety Training (Don't hire students) | Policy | Human Resources | Health & Safety | | N/A |
| Support Person (T.W.) Companion Fares | Procedures | Human Resources | AODA | | N/A |
| Suspicious Mail or Package (TW) HS-2011-08 | Procedure | Human Resources | Health & Safety | | N/A |

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| Name | Content/ Type | Department | Category | Yes | No |
|---|------------------|------------------------|-----------------|-----|-----|
| Tangible Capital Asset | Policy | Finance | Accounting | TW | |
| Temporary Service Disruptions | Procedure | Human Resources | AODA | | N/A |
| Trade Receivable Collection | Policy | Finance | Accounting | TW | |
| Traffic Calming | Policy | City Engineer | Traffic | | N/A |
| Transitional Work and Permanent Accommodation (TW) A-06 Workplace Injury Occupational Disease | Procedures | Human Resources | Attendance/WSIB | | N/A |
| Travel and Business Expense | Policy | Finance | Accounting | TW | |
| Tress Planting of Carolinian Species | Policy | Parks & Facilities | | | N/A |
| Tree Policy -Subdivisions | Policy | Planning | | | N/A |
| Tree Policy – Payment | Policy | Parks & Facilities | | | N/A |
| Notice of Trespass Policy | Policy | Legal | | TW | |
| Trespass | Procedures | Legal | | TW | |
| Vacation Carryover for CUPE | Procedure | Human Resources | | | N/A |
| Visitors Sign in Policy (TW) HS-2011-03 | Policy | Human Resources | Security | | N/A |
| Volunteering | Procedure | Human Resources | Volunteers | | N/A |
| Waiver of Fees and Grant Funding | Policy | Finance | Accounting | | N/A |
| Ward Fund Policy | Policy | City Treasurer | Accounting | | N/A |
| Water Policy | Policy | City Engineer | | | N/A |
| West-Nile Virus | Procedure | Human Resources | Health & Safety | | N/A |
| Winter Control Service Level | Policy | City Engineer | Infrastructure | | N/A |
| Wireless Device Policy | Policy | Information Technology | Technology | | |
| Work at Home in Emergency | Policy | Human Resources | Health & Safety | | N/A |
| Working Alone Policy (TW) Working Alone Policy HS-2013-01 | Policy | Human Resources | Health & Safety | | N/A |

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| Name | Content/ Type | Department | Category | Yes | No |
|--|--------------------------|-------------------|-----------------|------------|-----------|
| Workplace Harassment (TW) B-04/HS-05 | Procedure | Human Resources | Health & Safety | | N/A |
| Workplace Harassment Policy (TW) B-04/HS-05 | Policy | Human Resources | Health & Safety | | N/A |
| Workplace Safety and Insurance Board (WSIB) (TW) A-06 Workplace Injury Occupational Disease | Procedure | Human Resources | Attendance | | N/A |
| Workplace Violence (TW) HS-2011-05 Harassment and Workplace Violence -- H0-6 Discipline -- Health & Safety | Policy | Human Resources | Health & Safety | | N/A |
| Workplace Violence (TW) HS-2011-05 Harassment and Workplace Violence -- H0-6 Discipline -- Health & Safety | Procedure | Human Resources | Health & Safety | | N/A |