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Acknowledgement of Citizens' Rights

The Township recognizes the public's right to express opinions, provide feedback, and voice criticism. This policy does not restrict freedom of expression but sets expectations for respectful communication. While individuals are free to critique policies and decisions, the Township will take appropriate action to address harassment, threats, defamation, or conduct that compromises safety or substantially disrupts municipal governance or service delivery.

1. Policy Statement

The Corporation of the Township of Tiny (herein referred to as "The Township") is committed to maintaining a respectful and professional environment for staff, volunteers, members of Council and residents accessing Township services, programs, and events.

2. Purpose

- 2.1. This Citizen Code of Conduct (the "Code") is founded on the Township's commitment to fostering and maintaining the orderly and effective administration of its municipal affairs and governance. It is intended to enable the Township to govern its affairs as it considers appropriate, and to enhance its ability to respond to municipal issues, while fostering a respectful, safe, and inclusive environment for all.
- 2.2. A primary goal of the Township is to be inclusive and accessible to the public. The Code outlines the Township's expectations for all those who access Township services, programs, facilities, events, and all public meetings, as well as the consequences for Inappropriate Behaviour.
- 2.3. The Township is committed to providing a friendly, safe, and welcoming environment for all, regardless of gender, sexual orientation, ability, ethnicity, socioeconomic status, and religion.
- 2.4. The Code ensures that municipal staff and council members can engage with the public without fear of abuse, whether in the course of providing Township services, programs, or facilities, during public meetings or interaction through official municipal channels.
- 2.5. The Code aims to protect municipal staff and members of Council from harassment, defamation, and inappropriate conduct online and in other digital communication platforms where they are targeted.
- 2.6. The Code applies to interactions that impact the work environment, safety, or well-being of municipal employees and members of Council.
- 2.7. The Code outlines staff procedures for dealing with Inappropriate Behaviour arising from public interaction.

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3. Scope

- 3.1. The Code applies to individuals, groups, and organizations in their interactions with the Township, including conduct at public meetings, participation in Township programs or events, use of Township facilities, and communication with Township staff, officials, or representatives while acting in their official capacity.
- 3.2. The Township expects individuals to adhere to the Code in interactions that directly involve or impact the Township, including communications related to Township business and conduct within Township facilities, programs, or events. For clarity, "community venues" refers specifically to locations where Township business, events, or programs are conducted.
- 3.3. The Code applies to conduct during public meetings (both in-person and virtual) and interactions directly involving the Township, including correspondence and communications on Township-controlled digital communications platforms, such as official content-sharing websites, discussion forums, and public messaging platforms. For clarity, "digital communication platforms" refers to online spaces managed or authorized by the Township for municipal purposes.
- 3.4. The Code applies to all municipal employees including permanent, temporary, part-time, contract staff and employees in a working capacity outside of municipal property, as well as all elected officials who represent the Township. In addition, the Code is applicable to Township volunteers and third-party representatives working on behalf of the Township.

4. Definitions

- 4.1. **"Advertising Device"** means any structure, sign, digital display, or medium whether permanent or temporary used or intended to be used to advertise, promote, or attract attention to a product, service, event, activity, person or business and includes any such device located on or within a Township building, structure, vehicle or parcel of land.
- 4.2. **"Chief Administrative Officer"** means the Chief Administrative Officer of the Township of Tiny, or a person delegated to act on his/her behalf.
- 4.3. **"Communication"** means in person or virtual, email, telephone, written, social media, or other electronic form of communication. It also pertains to the posting of content about the municipality, its staff or members of Council on any digital communication platform.
- 4.4. **"Deputy Chief Administrative Officer"** means the person delegated to act on the behalf of the Chief Administrative Officer in his/her absence or as delegated.
- 4.5. **"Designate"** means an employee selected, by one in authority, for a specific position or duty as required.
- 4.6. **"Digital Platform"** means any online service, website or application than enables users to create, share, or interact with content or other users.

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- 4.7. **“Director”** means an employee who oversees an aspect of the organization.
- 4.8. **“Harassment”** means, as defined in the Ontario Human Rights Code, engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.
- 4.9. **“Hate Speech”** means the use of extreme language or communication intended to incite hatred, contempt, or violence against an individual or identifiable group of individuals based on characteristics such as colour, ethnicity, place of origin, race, creed, gender, or sexual orientation, or other ground of discrimination under the Ontario Human Rights Code. This includes speech that is likely to expose such groups to harm or discriminatory treatment.
- 4.10. **“Inappropriate Behaviour”** includes, but is not limited to, behaviour that is as follows:
- 4.10.1. Violent, threatening use of violence, or incites or attempts to incite violence against an identifiable group or person.
 - 4.10.2. Vandalism or damage to Township property,
 - 4.10.3. Harassment, bullying, or intimidating behaviour directed at a staff member, member of Council, Township volunteer or an identifiable group or person.
 - 4.10.4. Discriminatory behaviour as outlined in the Ontario Human Rights Code.
 - 4.10.5. Throwing objects in a deliberate or aggressive manner.
 - 4.10.6. Participating in any illegal activity while on Township property or while attending a Township event.
 - 4.10.7. Deliberately making false statements or submitting falsified documents when addressing a matter with the Township.
 - 4.10.8. Posting or displaying sexually explicit or violent materials, on Township property or at Township events.
 - 4.10.9. Posting or displaying signs, placards, or posters on Township property or at Township events that promote or advocate for violence, discrimination, harassment, or any illegal activity, or contain sexually explicit or violent materials.
 - 4.10.10. Utilizing Township property without the explicit approval of the Township. This does not include the general public use of parks and open spaces for typical recreational purposes such as walking, hiking, picnicking, informal sports, or enjoying the natural environment.
 - 4.10.11. Non-consensual photography or recording on Township property or at Township events, as reasonably determined and enforced by staff on duty (see section 6 – Authority to Enforce).

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- 4.10.12. Knowingly violating the explicit or inferred privacy of others, Township staff, volunteers, and members of Council or the conduct of a meeting that is properly closed to the public.
- 4.10.13. Deliberate intimidation, stalking, or following (online or in person).
- 4.10.14. Possession of or mention of the use of weapons including, but not limited to, guns, explosives (including fireworks), knives of any kind, as well as any other item that is intended or could reasonably be perceived as intended to incite harm or violence against others.
- 4.10.15. Advocating for or encouraging any of the above behaviour.

Note: Anyone seen in possession of one of the items defined in section 4.10.14. above, shall be asked to leave Township premises or event immediately and will only be allowed to return without the weapon. In the event the individual refuses to do so, they shall be asked to leave the Township premises outright with police intervention as required.

All individuals, groups or organizations must comply with all applicable laws on this matter. Failure to comply will result in law enforcement intervention.

- 4.11. **“Meeting”** means any Township meeting open to the public such as, but not limited to, Committee of the Whole Meetings, Regular Meetings of Council, Special Meetings of Council and Committee of the Whole, Planning Public Meetings and Advisory Committees of Council Meetings. This also applies to Public Information Centres and any meeting held by staff or a member of Council with an individual, group, or organization.
- 4.12. **“Staff”** means any employee of the Township.
- 4.13. **“Supervisor”** means an employee who is in charge of a group of people or an area of work.
- 4.14. **“Township”** means The Corporation of the Township of Tiny.
- 4.15. **“Township Event”** means any event sponsored, sanctioned, organized, hosted, or delivered by the Township.
- 4.16. **“Township Property”** means any property/land owned or controlled by the Township and includes, but not limited to, Township Hall, Township of Tiny Community Centre, Wyebridge Community Centre, Lafontaine Community Centre, all outside facilities, all local parks, and playgrounds.
- 4.17. **“Trespass Notice”** means a notice issued by the Township pursuant to the *Trespass to Property Act*, RSO 1990, R.S.O. 1990, c. T.21 which prohibits an individual from entering specific Township properties or attending specific Township events for a period of time.
- 4.18. **“Workplace Harassment”** shall have the same definition as in the Occupational Health and Safety Act, RSO 1990, c 0.1.

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4.19. **“Workplace Violence”** shall have the same definition as in the Occupational Health and Safety Act, RSO 1990, c.0.1.

5. Interpretation

5.1. The Code shall be read and interpreted in conjunction with the Township’s Occupational Health and Safety Policy, Workplace Harassment Policy, Workplace Violence Policy, Psychological Health and Safety Policy, Handling Unreasonable Customer Behaviour Policy, and Council Code of Conduct. In the event of any inconsistency, the specific provisions of those policies shall govern matters within their scope.

6. Authority to Enforce

- 6.1. The Code may be enforced by a staff member while on duty, except that only designated authorities may expel an individual or prohibit their return.
- 6.2. The authority to expel an individual may be exercised by the Chief Administrative Officer, Director or Supervisor or designate.
- 6.3. The authority to issue a Trespass Notice and to prohibit an individual from returning rests solely with the Chief Administrative Officer or, in his/her absence, the Deputy Chief Administrative Officer or designate.

7. Appeals

- 7.1. If an individual wishes to appeal any action taken under this policy, with the exception of section 9.4, they shall submit a written appeal to the Chief Administrative Officer within 14 days of the subject action.
- 7.2. The Chief Administrative Officer will review the appeal, and their decision is final.
- 7.3. Appeals will be determined based on written submissions, except in the case of a Notice of Expulsion, where the individual will be granted an opportunity for an oral hearing, upon request.
- 7.4. In making a decision, the Chief Administrative Officer shall consider the written submissions of the complainant and the written report of the incident. The Chief Administrative Officer may, in their sole discretion, seek additional information from any person involved.
- 7.5. The Chief Administrative Officer shall issue a written decision within 14 days of receiving the appeal, or where an oral hearing is held, within 14 days of its conclusion.

8. Meetings

- 8.1. Public attendees at all public meetings shall maintain order and quiet and shall not address Council or Committee members, except with the permission of Chair.

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8.2. No person shall:

- 8.2.1. Display signs, placards, posters, or advertising devices.
- 8.2.2. Applaud participants in debate, engage in disruptive conversation or exhibit behaviour that substantially interferes with the orderly administration of Council or Committee proceedings.
- 8.3. Any cellular telephones, pagers or other Electronic Devices which emit a sound shall be turned off or otherwise set to non-audible.
- 8.4. No person, other than Members of Council or Township Staff, shall enter the Council floor area, including staff area, during a Meeting, during recess or otherwise, without the permission of the Chair.
- 8.5. No person, other than a Member of Council or the Clerk shall, before or during a Meeting, place on the desks of Members or otherwise distribute any material without the permission of the Chair.
- 8.6. The Township's Procedure By-law shall be adhered to regarding the taping, televising, and recording of Meetings.
- 8.7. No member of the public shall use flash photography while attending Meetings.

9. Consequences of Inappropriate Behaviour at Meetings

- 9.1. Any person engaging in Inappropriate Behaviour will be asked by the Chair to cease such conduct. Those asked to do so are expected to comply immediately. Any person whose Inappropriate Behaviour persists or has been warned at a prior meeting, shall be directed to leave the Meeting.
- 9.2. Any person who is conducting themselves in a manner which poses a threat to the safety of themselves, or others shall be directed to leave the Meeting without warning. A "threat to safety" includes, but is not limited to, acts of physical violence, threats of harm, or other behaviour reasonably perceived as endangering the safety of the participants.
- 9.3. In the event the individual or group refuses to vacate the Meeting, the local police shall be contacted for intervention and the Meeting will be recessed accordingly.
- 9.4. In the event of gross or repetitive misconduct, Council or Committees of Council may, by resolution, suspend the privileges of a member of the public to attend Council or Committees of Council meetings up to and including the duration of the term of Council. Such resolution shall include the reason for the suspension, the duration, and the process for appeal.
- 9.5. An individual subject to suspension may request a review of the resolution by submitting a written appeal to Council within 30 days of the resolution that will be considered at the next available Council meeting.

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10. Township Events

- 10.1. All individuals attending Township Events are expected to conduct themselves in a manner that supports a safe, respectful, and inclusive environment. Participants shall:
 - 10.1.1. Not display signs, placards, posters, clothing or other items that promote or advocate violence, discrimination, harassment, illegal activity, or that contain sexually explicit material;
 - 10.1.2. Treat other participants with respect and dignity;
 - 10.1.3. Refrain from Inappropriate Behaviour as defined in this Code;
 - 10.1.4. Follow all applicable event and venue rules;
 - 10.1.5. Co-operate with Township event staff and volunteers;
 - 10.1.6. Be mindful of their surroundings and the well-being of other participants;
 - 10.1.7. Alert event organizers if they observe a dangerous situation or someone in distress; and
 - 10.1.8. Express criticism of elected officials or Township decisions in a manner that is respectful, constructive, and does not disrupt the event or otherwise contravenes this Code.

11. Consequences of Inappropriate Behaviour at Township Events

- 11.1. Inappropriate Behaviour of any attendee including delegates, exhibition visitors, speakers, volunteers, press & media, organizers, venue staff, sponsors and exhibitors will not be tolerated. This includes behaviour that disrupts the event, endangers participants, or violates the Code.
- 11.2. Those asked to cease Inappropriate Behaviour are expected to comply immediately. In cases of non-compliance, the Township may take appropriate action, which could include expulsion from the event as determined by the Chief Administrative Officer, Director, Supervisor or designate. Depending on the severity of the breach, individuals may be given an opportunity to address the behaviour before being removed. In the case of a paid event, expulsion may also include forfeiture of any event fees or refunds.
- 11.3. In the event the individual or group refuses to vacate the event, the local police shall be contacted for intervention.

12. Digital Platform Communications

- 12.1. This Code applies to digital communications occurring on Township-owned or moderated platforms.

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12.2. The Township reserves the right to take action against digital communications that constitute harassment, hate speech, or threats directed at Township staff, volunteers, or Council members, regardless of the platform on which such communications occur, provided there is a direct connection to the Township's operations. The following are considered inappropriate:

12.2.1. **Cyberbullying:** Any form of sustained or targeted harassment, intimidation, or bullying directed at municipal staff, volunteers, or council members through digital platforms. This includes, but is not limited to, trolling, doxxing (search for and publish private or identifying information about a particular individual on the internet, typically with malicious intent), or coordinated efforts to discredit or harm individuals associated with the municipality.

12.2.2. **Defamation:** Posting or sharing false accusations, untrue statements, or malicious comments about the Township, staff, volunteers, or council members with the intent to damage their reputation. This includes libel (written or published defamation).

12.2.3. **Harassment:** Unwanted or aggressive conduct towards municipal staff, volunteers, or council members on digital communication platforms. This may include repeated insults, threats, or intimidation intended to cause distress or fear.

13. Consequences of Inappropriate Conduct on Digital Platforms

13.1. Any form of harassment, defamation, cyberbullying, or Inappropriate Behaviour, occurring on official Township digital communication platforms may result in action, including legal action where applicable.

13.2. The Township reserves the right to respond to online harassment and Inappropriate Behaviour with the following actions:

13.2.1. **Blocking or Banning:** On Township digital communication platforms, repeat offenders or individuals engaged in extreme misconduct may be blocked or banned from further interaction.

13.2.2. **Content Removal or Deactivation:** The Township may request the removal of defamatory or harmful posts from digital communication platforms, or in extreme cases, may petition platforms to deactivate accounts involved in sustained abuse.

13.2.3. **Legal Action:** Staff or council can pursue legal options as a result of harassment and inappropriate conduct on various social media platforms. The Township may offer support in pursuing legal action to protect the reputations of employees and members of Council. Legal action in cases involving severe threats, harassment, defamation, or libel may include, but not limited to:

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13.2.3.1. **Warnings:** The individual may be issued a formal warning regarding their conduct if the offence is moderate.

13.2.3.2. **Cease and Desist Letters:** The individual may be issued a formal cease and desist letter requesting the removal of harmful content.

13.2.3.3. **Notice of Libel:** The individual may be issued a formal notice of libel within six weeks of the Township becoming aware of the defamatory content.

14. Correspondence

14.1. The Township and Council welcomes correspondence from and interaction with its residents, individuals, groups, and organizations in order to answer inquiries, to confirm Council direction, to consider feedback and requests or simply provide clarification on services, program, etc.

14.2. It is expected that correspondence shall be kept professional in nature. Correspondence that includes the following is not acceptable:

14.2.1. Any form of profanity, racist or sexist remarks or discriminatory language.

14.2.2. Containing libelous, defamatory, offensive, racist, or obscene remarks, even if they are meant to be a joke.

14.2.3. Knowingly providing false or misleading information.

14.2.4. Information that is violent, extremist, hateful, threatening, or offensive.

14.2.5. Degrading comments about someone's appearance, race, religion, or any other personal characteristic.

14.2.6. Correspondence that seeks to coerce, manipulate or apply undue pressure on any individual, group, or the Township.

15. Consequences of Inappropriate Correspondence:

15.1. Correspondence that contains threats, harassment or defamation will be restricted with a warning to the individual, group, or organization that such content is inappropriate. In the event that such correspondence does not cease, the following actions may be implemented:

15.1.1. Refusing any in-person interaction with Township staff.

15.1.2. Requiring any in-person interaction with Township staff be in the presence of another member of Township staff.

15.1.3. Requiring correspondence be directed only to specific Township staff, solicitors or third parties.

15.1.4. Seeking law enforcement intervention if situation escalates.

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- 15.2. Complaints or inquiries that are deemed repetitive, frivolous, or vexatious in nature shall be dealt with in accordance with the Township's Handling Unreasonable Customer Behaviour Policy.

16. Interaction with Township Staff

- 16.1. Be respectful and do not engage in verbal or physical assault directed at staff, volunteers, or members of the public. Verbal or physical assault, as defined under the applicable criminal law, will not be tolerated.
- 16.2. Refrain from imposing and intimidating behaviour toward staff or volunteers. This includes, but is not limited to, overly aggressive questioning, threats, or making demands that undermine the staff's ability to perform their duties.
- 16.3. Refrain from making discriminatory comments or engaging in actions that discriminate against staff, volunteers, or members of the public, as prohibited under the Ontario Human Rights Code or other applicable laws.

17. Consequences of Inappropriate Behaviour Toward Township Staff

- 17.1. Inappropriate Behaviour toward Township staff will not be tolerated.
- 17.2. Any person engaging in Inappropriate Behaviour will be asked to cease such conduct. Those asked to do so are expected to comply immediately. Any person whose Inappropriate Behaviour persists or has been warned at a prior interaction with staff, shall be directed to leave the premises.
- 17.3. Any person who is conducting themselves in a manner which poses a threat to the safety of others or themselves shall be directed to leave the premises without warning. A "threat to safety" includes, but is not limited to, acts of physical violence, threats of harm, or other behaviour reasonably perceived as endangering the safety of staff.
- 17.4. In the event the individual or group refuses to vacate the premises, the local police shall be contacted for intervention.

18. General Principles

- 18.1. Staff, Supervisors, Directors, and the Chief Administrative Officer are not to put themselves in harm's way in dealing with any issues arising out of an individual's Inappropriate Behaviour. If the situation requires it, they are directed to contact the appropriate authorities, including, but not limited to, the local police.
- 18.2. Staff should notify their direct supervisor of any Inappropriate Behaviour as soon as it is detected, or, at the latest, within 24 hours. If staff are addressing the situation directly, they should seek assistance from their supervisor immediately.
- 18.3. Immediately following the situation, or as soon as practicable thereafter, the person responsible for resolving the issue shall make a record of the incident. This record shall include the names of those involved, a description of what happened, and the method(s)

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used to resolve the issue. The record shall also include the sanction imposed on the individual, where applicable.

- 18.4. The Chief Administrative Officer's Department shall be responsible for maintaining these records.
- 18.5. Where the Inappropriate Behaviour results in destruction of Township property or vandalism, the Township shall invoice the individual responsible for the cost of repairing or replacing the damaged property. If payment is not received within 30 days, the Township reserves the right to pursue legal action or initiate insurance claims to recover the costs.
- 18.6. In responding to Inappropriate behaviour, staff, supervisors, directors, and the Chief Administrative Officer must prioritize de-escalation techniques and conflict resolution. At no time may they resort to physical force, threats, or violence. If necessary, staff should seek assistance from the local police.
- 18.7. In all cases, the Township shall address Inappropriate Behaviour in a manner proportionate to the harm caused or the potential harm arising from the behaviour. The Township will employ a graduated system of responses, such as warnings, suspensions, or prohibitions, depending on the severity of the behaviour. The Township aims to impose the least burdensome sanction necessary to ensure public safety, inclusivity, and a harassment-free environment.
- 18.8. Any individual who has had their privileges suspended or has been expelled or issued a Trespass Notice shall be provided with written notice as per Section 22 of the Code.

19. Where Future In-Person Incident Suspected

- 19.1. If an individual suspects that Inappropriate behaviour may occur at a Township property or event, the individual shall immediately report this concern to the Supervisor or Director with direct authority over the relevant Township property or event. The report should include as much detail as possible regarding the nature of the suspected behaviour.
- 19.2. Upon receiving such information, the Supervisor or Director may choose to address the matter themselves or escalate the issue to the Chief Administrative Officer or, in his/her absence, the Deputy Chief Administrative Officer. If the situation warrants, the Supervisor, Director, Chief Administrative Officer, or Deputy Chief Administrative Officer may request the presence of law enforcement personnel, such as local police, to ensure the safety and security of all involved.

20. Where In-Person Incident Arises Spontaneously

- 20.1. When Inappropriate Behaviour is first detected, Staff will attempt to de-escalate the situation, where comfortable to do so. Where a Staff member is uncomfortable in doing so or feels the matter is escalating to a degree beyond their ability to manage, they shall

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contact a Supervisor or Director who will attempt to de-escalate the matter to resolve the situation.

- 20.2. If the Inappropriate Behaviour ceases whether by de-escalation by the staff member or further intervention of the Supervisor or Director, the incident is concluded, and no further action is necessary.
- 20.3. If the Inappropriate Behaviour continues, the Supervisor or Director will warn the individual that continued Inappropriate Behaviour will result in their expulsion from the premises.
- 20.4. If the Inappropriate Behaviour persists after the warning, the Supervisor or Director will proceed to direct the individual to vacate the premises, involving the police if necessary.
- 20.5. The decision on how to move forward shall be in the sole discretion of the Supervisor or Director.
- 20.6. Expulsion of an individual from a Township property or event shall be, in the case of Township property, for the remainder of the day, and in the case of a Township event, for the remainder of the day or event, whichever is longer.

21. Where Incident Occurs in Writing or Over the Telephone

- 21.1. When Inappropriate Behaviour is first detected, Staff will attempt to de-escalate the situation.
- 21.2. If de-escalation fails, the Staff member shall inform the individual that, if Inappropriate Behaviour persists, the communication will be ended.
- 21.3. If Inappropriate Behaviour persists, the Staff member shall inform the individual that the communication is being terminated. They shall not respond to any communications from the individual thereafter.
- 21.4. Where a communication has been terminated, the person terminating the communication shall inform their direct supervisor of the termination.

22. Trespass Notices:

- 22.1. Where an incident is particularly egregious, or Inappropriate Behaviour is prolonged or repeated, the Chief Administrative Officer or, in his/her absence, the Deputy Chief Administrative Officer or designate, may issue a Trespass Notice against the individual.
- 22.2. The Notice shall be in a form prescribed by the Chief Administrative Officer or, in his/her absence, the Deputy Chief Administrative Officer or designate and shall be in compliance with the provisions of the *Trespass to Property Act*, RSO 1990, cT.21. In addition to any details which may be required by those rules, the Trespass Notice shall include:
 - 22.2.1. The name of the person being identified.
 - 22.2.2. A brief description of the reason(s) for the issuance of the Notice.

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22.2.3. The precise details of which Township properties or events the individual is prohibited from attending.

22.2.4. The length of time the Notice shall govern.

22.2.5. An opportunity to appeal the decision and the process to do so.

22.3. The decision to issue a Trespass Notice is subject to the sole discretion of the Chief Administrative Officer or, in his/her absence, the Deputy Chief Administrative Officer or designate. The Chief Administrative Officer or, in his/her absence, the Deputy Chief Administrative Officer or designate may consult with the relevant Staff, Director, Supervisor or Manager, but the decision is ultimately theirs.

22.4. The Chief Administrative Officer, or, in his/her absence, the Deputy Chief Administrative Officer or designate, shall have sole discretion in determining whether the Trespass Notice applies to all Township properties and events or only specific properties or events. This decision will be made with consideration for the objectives and values underlying this policy, ensuring that actions taken are proportionate to the nature of the inappropriate behaviour.

23. Communications Between Departments

23.1. In the event an individual is expelled from a Township property or Township event, or a Trespass Notice is issued, a memorandum will be circulated to Supervisors and Directors with details of the situation. The Directors may share that information with Staff as directed or as they find appropriate.

23.2. Beyond the name of the individual, the fact that they have been expelled or issued a Trespass Notice, and the areas of expulsion or Notice are to govern, the memorandum will contain only enough information to provide for the safety of all staff.