



Date

Individual's Name

Address

Town/Postal Code

*Delivered by Registered Mail*

**Re: Inappropriate Behaviour Incident at Town of Oakville**

Dear ,

The Town of Oakville has implemented an Rzone procedure 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 Town facilities, properties, Town sponsored events, programs, in written or verbal communications (including email or phone), in Town vehicles, or any other location where Town staff are present.

This is to advise you that your behaviour on \_\_\_\_\_ at \_\_\_\_\_  
Date

\_\_\_\_\_ is in violation of our Rzone procedure and in particular, your  
Property

conduct in \_\_\_\_\_  
Description of incident

Any future incidents of this nature will not be tolerated.

For your reference, a copy of the Town of Oakville 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,

Director – Department  
Town of Oakville  
Phone number  
Email

cc: Appropriate Commissioner  
Director of HR  
Appropriate Staff Member(s)