

The City
Official departmental letterhead

November 16, 20[REDACTED]

File No.: [REDACTED]



Re: Master Composter/Recycler Program

Dear [REDACTED]:

As per our conversation on November 6, 200[REDACTED], you are hereby dismissed as a volunteer from the Master Composter/Recycler (MCR) Program effective immediately. The reasons for your dismissal from the program are as follows:

- Your personal conduct at the [REDACTED] Reuse Fair 'free table' contravenes the Code of Conduct set out by the City and the MCR Program. (You did not act in a manner that was helpful, respectful or courteous while representing the City as a volunteer.)
- We received a written complaint from a witness that you used many harsh, inappropriate and offensive comments directed towards homosexuality and homosexuals, in reference to a book that was on the free table, in front of volunteers and members of the public.

You have demonstrated unacceptable behaviour in the past for which you have been warned about and reprimanded. Therefore, it has been determined that dismissal from the program is the only appropriate response at this time.

Please note that you are no longer permitted to attend any functions of the MCR Program, or represent the program or the City in a volunteer capacity.

Your attendance as a volunteer or patron at future Reuse Fairs will be at the discretion of the Fair Coordinator, and you will no longer be permitted to wear your MCR volunteer name tag. We ask that you return your nametag to us in the self addressed, pre-paid envelope provided in this mailing.

While your behaviour has, on several occasions, contravened the City's Code of Conduct, we want to thank you for the many hours of service you provided and for your

genuine enthusiasm for the program. Please do forward any comments or questions regarding your dismissal to the Director of Community Relations, Gabrielle Harvey at xxx-xxx-xxxx.

Regards,

Environmental Programs Coordinator
Environmental Management Branch