

Code of Conduct

The Guesthouse Shelter (TGHS) strives to provide a safe, comfortable, and clean place for anyone in need. The Code of Conduct exists to provide specific expectations for guests, staff, and volunteers to follow as their part in providing that positive space. Adhering to this Code of Conduct is expected. Any individual found violating the Code of Conduct may be asked to leave and/or suspended from services provided by TGHS. The expectations include:

1. Everyone is to treat one another with respect and dignity. Negative behavior such as verbal and physical abuse, threats, harassment, swearing, spitting, theft, violence etc. are not acceptable, and individuals will be asked to leave.
2. TGHS is part of a community. Everyone is expected to act respectfully and be a good neighbour in the surrounding community. For example, do not trespass on private property and behave as expected in TGHS.
3. It is everyone's responsibility to help in maintaining the safety and cleanliness of TGHS. Everyone must clean up after themselves in common areas, bedrooms, bathrooms, and outside of the building.
4. All personal belongings of guests including jackets, bags, purses, backpacks, and knapsacks must be secured in a locker at the entrance of TGHS.
5. TGHS is not responsible for any lost or stolen property.
6. Registered guests will be assigned a bed and a locker, and may be required to display the contents of their belongings to staff when entering TGHS.
7. Lockers may be searched at the discretion of TGHS staff at any time.
8. Drugs, alcohol, knives of any type, and weapons are strictly prohibited inside TGHS. Any individual found in possession of these items may be asked to leave the shelter and/or OPP may be notified.
9. Anyone under the influence of drugs and alcohol may be denied entry to the shelter.
10. Smoking (including e-cigarettes and cannabis products) is strictly prohibited inside of TGHS. There is no smoking within nine metres of any exit or entrance at TGHS.
11. Only staff and registered volunteers are permitted in the kitchen.
12. Everyone must wear full clothing inside TGHS. Hoods, bandanas, sunglasses, suggestive clothing, or any clothing displaying themes of drugs, alcohol, prejudicial slogans or sexual innuendos are not to be worn inside TGHS.
13. All medication (prescription and over-the-counter), cannabis products, safety kits, and pocket knives must be given to staff and locked in the medication cabinet upon arrival. Medication must be taken as prescribed and be in its original dispensing container.
14. Registered guests will be assigned a roommate(s). It is expected that registered guests will keep their bed tidy, be respectful of their roommates and keep noise and excess lighting to a minimum in the rooms.
15. Registered guests must be awake and out of their beds between the hours of 8AM and 8PM.
16. Food and drinks are not permitted in TGHS bedrooms.
17. Due to the communal environment of TGHS, registered guests must be mindful of personal hygiene by taking showers regularly and completing laundry.
18. Shelter curfew is 11:00PM. Registered guests who arrive after curfew will be denied entry, unless escorted to TGHS by OPP.
19. Registered guests must meet with the Shelter Outreach Worker within 72 hours.
20. Registered guests who are not consistently working on a plan to secure permanent housing may stay at the shelter for a maximum of 30 nights per year.
21. All doorways and stairwells within 522 Elizabeth Street must remain clear at all times due to fire safety and public usage.

Please indicate whether: Guest _____ Staff _____ Volunteer _____

I understand the Code of Conduct and I will abide by it during my time at The Guesthouse Shelter.

Name: _____ **DOB:** _____ **Date:** _____

Signature: _____ **Staff:** _____

Code of Conduct Violation Examples

- Violence towards staff, volunteers or guests
- Being rude to staff, volunteers or guests
- Behaviour that threatens the health and safety of TGHS staff, volunteers and guests
- Trespassing or loitering on nearby residential or private property
- Drinking alcohol or using illegal substances inside TGHS
- Possessing a weapon or dangerous object inside TGHS
- Smoking (e-cigarettes and cannabis products) in front of the shelter doors or inside TGHS
- Wearing no clothing or only partial clothing inside TGHS
- Sleeping between 8AM and 8PM
- Demonstrating hygiene habits that impose on the health and safety of TGHS staff, volunteers, and guests
- Food and drink in TGHS bedrooms
- Holding medication on your person

These are several examples of behavior and scenarios that violate TGHS Code of Conduct. This list is meant to highlight common TGHS violations. It is in no way a complete list, and TGHS staff reserve the right to use their discretion in implementing the Code of Conduct to ensure the safety and health of all guests and staff.

BASIC RULES OF THE GUESTHOUSE SHELTER

RESPECT OTHERS

RESPECT THE BUILDING

NO WEAPONS

NO DRUGS or ALCOHOL

PROTECT ALL GUESTS

ENJOY YOUR TIME WITH US!

EMERGENCY PHONE NUMBERS

You are at:

The Guesthouse Shelter
522 Elizabeth Street (North – Easy Street Entrance)
Midland ON
L4R 2A1
705-527-4111

Police: 705-526-3761 or 911 in event of an emergency

Ambulance: 705-526-5466 or 911 in the event of an emergency

Fire: 705-526-4279 or 911 in the event of an emergency

Street Outreach: 705-309-1695

The Guesthouse Shelter Staff Directory

Chief Executive Officer – Steven	705-528-1096 ext. 200	ceo@theguesthouseshelter.ca
Shelter Operations Manager – Rosemary	705-528-1096 ext. 207	som@theguesthouseshelter.ca
Shelter Outreach Worker – Katie	705-528-1096 ext. 205	sow@theguesthouseshelter.ca

The Guesthouse Shelter Hours of Operation

The Guesthouse Shelter retains **24/7 operating hours for all registered guests.**

Dinner and Drop-In Hours as follows:

Daily:

Breakfast

6:30AM to 7:30AM, non-registered guests must depart TGHS by 7:45AM

Dinner

5:30PM to 6:30PM, non-registered guests must depart TGHS by 8:00PM

SHELTER CURFEW IS 11:00PM

Harm Reduction and Safe Needle Disposal Sites

The following places offer free and confidential needle exchange programs and safe need disposal sites:

Simcoe Muskoka District Health Unit

846 Hugel Avenue, Unit B

Midland, ON

Services: free needle exchange, injection kits, safe smoking kits, SHARPS container

Chigamik Community Health Centre

845 King Street

Midland, ON

Services: free needle exchange, injection kits, safe smoking kits, SHARPS container

CHMA

337 Midland Avenue

Midland, ON

Services: free confidential needle exchange, SHARPS container

There are **FIVE (5) SHARPS containers located at The Guesthouse Shelter.** Safe needle disposal sites are located in the three guest washrooms inside TGHS, the public washroom on level 1, and on the external North West wall of the building.

FIRE PROCEDURE

The Fire Department can be reached by dialing

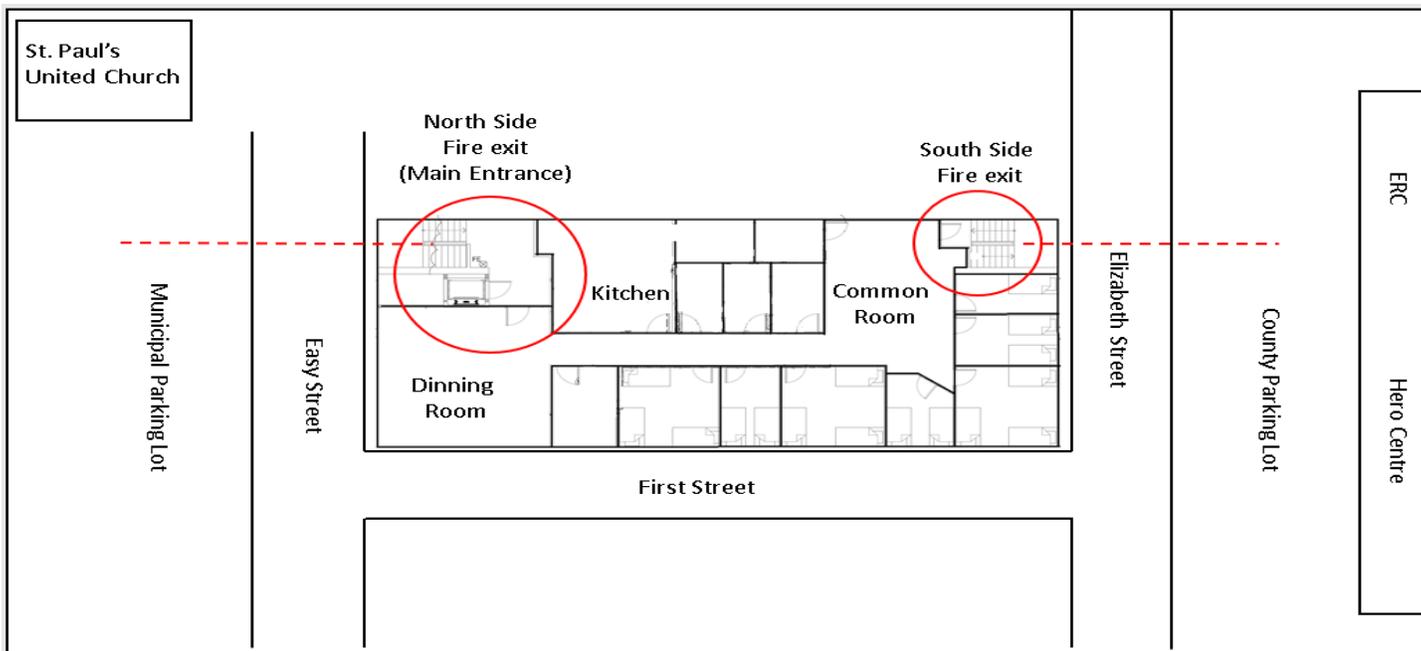
911 or **(705) 526-4279**

Upon Discovery of Fire

- Leave the fire area immediately and assist anyone in immediate danger to evacuate
- Close all doors behind you to contain the fire
- Alert other staff, volunteers and guests
- Use fire exit stairwells and doors to leave the building
- Proceed to the parking lot on south, Elizabeth St. Exit – or - the north, Easy Street parking lot and take attendance
- When safe call the fire service at 911
- The Shelter Shift Lead, or staff will meet the arriving fire crew and advise on the number of volunteers and guests and whether all are evacuated

Upon Hearing the Fire Alarm

- Leave the building immediately and alert/assist anyone in danger to evacuate
- Use fire exit stairwells and doors to leave the building
- Close all doors behind you to contain the fire
- Proceed to designated outside assembly area and take attendance
- When safe, call the fire service at 911



MIDLAND PUBLIC LIBRARY CODE OF CONDUCT

The **Midland Public Library** Board promotes and expects the Midland Public Library to be a safe working environment for all staff and a safe and welcoming place for business and leisure activities for Midland and its surrounding communities. The Library asks for your cooperation in maintaining a welcoming environment conducive to study and enjoyable use of the Library. Staff make every effort to apply these rules in a fair, dignified and positive manner for the benefit of all. Any behaviour that does not support a safe and welcoming environment may result in cost-recovery charges, suspension of library privileges, and expulsion from the Library and its premises on the basis of the Ontario *Trespass to Property Act* and/or prosecution. The library staff reserve the right to inspect the contents of all bags, purses, backpacks, and personal property while on library premises.

The following behaviors are not allowed and will not be tolerated at any time:

- 1. Violent, threatening, abusive, discriminatory, derogatory or harassing language or conduct of any kind**
 - 2. Disruptive or intrusive behaviour**
 - 3. Sleeping on library premises**
 - 4. Loitering**
 - 5. Illegal activities including, but not limited to, the use or sale of drugs**
 - 6. Smoking, vaping, or use of other tobacco or cannabis products inside the library facilities and/or within 9 metres/30 feet of any entrance**
 - 7. Unauthorized consumption of alcoholic beverages, or bringing alcohol onto library premises**
 - 8. Carrying a weapon of any type**
 - 9. Be in a state of intoxication that causes public disturbance or safety concerns**
 - 10. Damage, misuse, or theft of library materials, equipment and property**
 - 11. Interfering with the designated use of computers and networks**
 - 12. Engaging in any sexual contact or lewd behaviour on library property**
 - 13. Use of MPL restrooms for bathing, shaving, washing hair etc.**
 - 14. Entering the library facility without being fully clothed, including bare feet**
 - 15. Unhygienic behaviour such as spitting, clipping nails, etc.**
 - 16. Maintaining a level of hygiene that interferes with the use of the library by other patrons**
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COMMUNITY SERVICES

PHONE NUMBER

COMMUNITY SERVICES	PHONE NUMBER
Al- Anon	705-730-3307
Athena's Sexual Assault Crisis Line	705-737-2008
Barrie Addiction Treatment Centre	705-730-0286
Boys and Girls Club of North Simcoe	705-526-6159
Bruce Stanton MP (Federal)	705-327-0513
Catulpa Community Support Services	705-526-6894
Catholic Family Services Midland	705-726-2503
Chigamik Community Health Centre	705-527-4154
Community Legal Clinic	705-326-6444
Community Living Huronia	705-526-4253
Community Reach	705-528-6999
Early ON Child and Family Learning Centre	705-526-2456
Gateway Centre for Learning	705-527-1522
Georgian Bay General Hospital	705-526-1300
Georgian Bay Native Friendship Centre	705-526-5589
Georgian Bay Native Women's Association	705-527-7043
Huronia Pregnancy Resource Centre	705-527-4272
Huronia Transition Homes (Admin Line)	705-526-3221
Kids' Help Phone	1-800-668-6868
Kinark Child and Family Services	1-800-230-8529
La Maison Rosewood Shelter	705-526-4211
Life Threatening Emergency	911
Narcotics Anonymous Help Line	1-416-340-4156
National Eating Disorder Info Centre	1-416-340-4156
New Path Youth and Family (Midland)	705-526-4211

COMMUNITY SERVICES

PHONE NUMBER

North Simcoe Family Health Team	705-526-7804
Ontario Disability Support Program	705-325-7408
Ontario Works	705-526-2456
Southern Georgian Bay OPP	705-526-6159
Street Outreach Team	705-309-1695
The Salvation Army Midland	705-526-5683
Telehealth	1-866-797-0000
Victim Crisis Assistance	705-725-7025
Waypoint Hero Centre	705-549-3181
Waypoint Outpatient Services	705-549-3181
Wendat	705-526-1305
YMCA Employment Centre	705-528-0845
Young Parent Program	705-526-2151
Youth Haven Midland	705-736-7616

