

## Ingersoll Support Services Inc.

### Policy: Criminal Reference Checks

Policy # HR 24

Section: Human Resources

Approved by the Board of Directors: March 19 2009

Procedure Revision: March 29 2017

Ministry requirement - yes

Review Date: March 29 2017

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*Ingersoll Support Services wants and needs to provide a safe and secure environment for all people. As well as a Ministry expectation, it is important to ISSI that we can demonstrate that we have taken as many precautions as we can. As a result ISSI requires that all employees complete Criminal Reference Checks.*

### Procedure:

1. Given that Criminal Reference checks are only valid up to the date they are printed, all employees **must** provide a Criminal Reference Check at the commencement of employment and every **4** years after the date they are printed. Any change that would result in a positive criminal reference check in the future should be reported to and discussed with the Employee's immediate Supervisor. The ISSI Administrative office will provide employees with the forms required by the local OPP detachment to complete the Criminal Reference Check. A valid Criminal Reference Check that has been completed prior to the commencement of Employment is acceptable if it was completed less than 12 months prior to the start of Employment.
2. Only Criminal References completed and signed by Police will be acceptable. Checks completed online or through other means will not be accepted.
3. At the commencement of employment Criminal Reference Checks will be required to be completed. Employees will be unable to work independently providing direct support until the Criminal Reference Check is complete as per Policy QAM 25-27. Ensuring this is the responsibility of both the organization and the Employee.
4. Any employee who has not provided this may be suspended without pay. A letter will be provided to the employee informing them of the suspension.
5. The employee will remain suspended without pay until such time as the acceptable Criminal Reference check is provided.

6. If after 4 weeks from the date of the letter the employee has not provided the Criminal Reference Check, or evidence that their Criminal Reference Check is being processed by their local Police Department, ISSI will consider them to have terminated their employment with ISSI, as **acceptable Criminal Reference is a condition of employment.**
7. Criminal Reference Checks will be provided at the employee's expense.
8. As with Recruitment and Selection Policy # HR 2: A criminal record does not automatically preclude employment, the employee may choose to give information regarding the nature of the offense(s) and circumstances to the Executive Director. If satisfied with the information the Executive Director may accept the information and maintain employment. If the employee chooses not to give this information or if the Executive Director feels the offense is such that it presents a possible risk, the employee may be terminated with no obligation on the part of ISSI.
9. The completed reference checks will remain in the employee's personnel file.