



# Criminal Reference Check Policy

## Preamble:

JSNPHI is the business of providing assistance to adult with physical disabilities to carry out usual activities of daily living. The consumers are vulnerable and in an unequal power/control relationship with service staff and the organization.

The vulnerability of adult's with physical disabilities to sexual assault, physical and financial abuse is well documented. All reasonable steps should be taken by the corporation select employees who will not abuse, threaten or otherwise harms its consumers.

## Rationale:

The employer, JSNPHI, wishes to assure that its consumers shall be safe and secure as recipient of service.

## Policy:

JSNPHI will require the employees and volunteers to complete a criminal reference check. JSNPHI will not have in its employ persons who have been found guilty of a criminal offense wherein a vulnerable person in their care came to harm.

The confidentiality and security of the criminal references check information is protected by the provisions of the freedom of information and protection of privacy to act.

## Procedure:

All prospective employees will provide JSNPHI with a criminal references check (at the employees own expense).

This procedure will occur after the prospective candidates have completed their Interview and their references have been contacted and employment is imminent.

This is criminal reference check must be provided before the offer of employment. The criminal reference check will not be kept on file and the results will be held in strict confidence by the management of JSNPHI.

The employee is expected to maintain a clean criminal record will respect to offenses committed to vulnerable persons in their case. Each employee will provide **JSNPHI** with a criminal reference check **(at the employer's expense) every three years** on/or before anniversary of the hire.