

4.1 EMPLOYEE HIRE POLICY

The Burnaby Association for Community Inclusion (BACI) is committed to employing people who demonstrate the organization's values and qualifications in order to support the individuals and families in the best possible way. BACI recruits, employs, and retains personnel that demonstrate the skills, values, and qualifications identified within the organization.

Consistent with the BACI Disability Confidence Policy, BACI will:

- Pro-actively recruit people with disabilities;
- Design and conduct employment interviews and pre-employment testing in ways that accommodate each applicant with a disability;
- Ensure that training and orientation is provided in ways that accommodate new employees with disabilities.

Each new employee must complete the hire process in order to become an employee of BACI.

Prior to being hired as an employee of BACI, applicants must follow the policy and procedures outlined in the Interviewing Employees Policy (see policy). This includes providing:

- Two positive references from current or former employers;
- A clear Criminal Record Search as per the Criminal Record Review Program, and;
- Proof of full and up-to-date COVID-19 vaccinations.

Linking Policies:

- 1.1 Vision & Mission
- 1.2 Guiding Principles
- 1.5 Conflict of Interest Policy
- 1.8 Code of Ethics
- 1.16 Disability Confidence Policy
- 2.1 Accessibility Policy
- 4.2 Interviewing Employees Policy
- 4.3 Job Descriptions Policy
- 4.14 Employment Equity Policy
- 4.15 Criminal Record Search Policy