

4.15 Criminal Record Search Policy

Policy:

The Burnaby Association for Community Inclusion is committed to the safe and trustworthy care of all individuals receiving support. BACI is responsible to ensure employees and volunteers can provide safe, quality care and therefore, pose no harm to the individuals receiving support. As a way of ensuring the individuals' safety, BACI requires that all employees and volunteers have a current and valid Criminal Record Search (CRS) which includes a vulnerable sector search.

The CRS must be completed through the Ministry of Justice, in accordance with the Criminal Record Review Program (CRRP). To protect the employee or volunteer's privacy, only the Chief Executive Officer (CEO) or Senior Managers, are authorized to review results.

New Employees & Volunteers:

All new employees and volunteers must have a Criminal Record Search completed as a condition of hire. Employment or volunteer placement is subject to the review of the CRS. In compliance with CRRP and the Criminal Record Review Act (CRRRA), if a candidate's CRS indicates a relevant offense, the candidate will not be considered for volunteer placement or for hire.

Contractors:

The CRRRA defines an employee as "an individual who is employed by an employer and includes an independent contractor who has entered into an agreement with an employer." BACI is an organization registered with the CRRP and which enters into agreements with contractors or subcontractors. Therefore, a criminal record check must be submitted for contractors and subcontractors who provide services near children and/or vulnerable adults.

Existing Employees & Volunteers:

All existing BACI employees and volunteers must have a Criminal Record Search completed every five years. Continued employment or volunteer placement is subject to the review of the CRS in compliance with the CRRP and the Criminal Record Review Act.

Any employee or volunteer charged with or convicted of a relevant offense or specified offense, must promptly report the charge or conviction to the CEO and provide a Criminal Record Check authorization for a further criminal record check.

Linking Policies:

- 1.8 Code of Ethics
- 4.1 Employee Hire Policy
- 4.2 Interviewing Employees Policy