

 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Caring for Health À l'écoute de notre santé</p> <p style="text-align: center;">POLICY</p>	<p>REGIONAL</p> <p>Applicable to all WRHA governed sites and facilities (including hospitals and personal care homes) and all funded hospitals and personal care homes. All other funded entities are excluded unless set out within a particular Service Purchase Agreement.</p>		Level: 1
	Policy Name: Security Checks for Employment	Policy Number: 20.30.120	Page 1 of 3
	Approval Signature: <i>Original signed by L. Lamont, Interim CEO</i>	Section: HUMAN RESOURCES	
	Date: June 2015	Supersedes: November 2011	

NOTE: Personal care homes not owned or operated by the WRHA are excluded from this policy.

1.0 **PURPOSE:**

To make every reasonable effort to ensure suitability of staff and to protect the interests of the WRHA and the individuals it serves.

2.0 **DEFINITIONS:**

2.1 **Placement Participant:** a student engaged in a clinical or non-clinical placement within the WRHA as part of an educational program or an employee of another organization engaged in a clinical or non-clinical placement within the WRHA as part of their employment.

2.2 **Security Checks:** include the following:

- **A current Criminal Records Check including the Vulnerable Sector Search (“CRC”).**
- **A current Adult Abuse Registry Check (“AARC”).**
- **A current Child Abuse Registry Check (“CARC”).**

A Security Check is considered current if it was obtained not more than six months prior to the commencement of employment or contract. Only original copies of the CRC, AARC and CARC will be considered acceptable for the purposes of this policy.

2.3 **Staff:** all persons employed or individuals contracted by the WRHA as well as members of the medical staff and Placement Participants.

DISCLAIMER: Please be advised that printed versions of any policy, or policies posted on external web pages, may not be the most current version of the policy. Although we make every effort to ensure that all information is accurate and complete, policies are regularly under review and in the process of being amended and we cannot guarantee the accuracy of printed policies or policies on external web pages. At any given time the most current version of any WRHA policy will be deemed to apply. Users should verify that any policy is the most current policy before acting on it. For the most up to date version of any policy please call 204-926-7000 and ask for the Regional Policy Chair's office.

3.0 **POLICY:**

- 3.1 Security Checks shall be conducted as part of the recruitment and selection process for all staff within the WRHA.
- 3.2 Applicants and existing Staff shall be responsible for paying the service charges associated with processing the CRC, AARC and the CARC.
- 3.3 The employer reserves the right to require a current Staff member, who is the successful candidate for a new position, to obtain a satisfactory CRC, CARC and AARC prior to commencing employment in the new position.
- 3.4 Failure to supply a required Security Check within the specific timeframe required by the employer may result in the immediate termination of employment for cause.

4.0 **PROCEDURE:**

4.1 **Prospective New Hires**

All new hires shall be required to complete a CRC, CARC and an AARC. All applicants applying for positions shall be advised that a satisfactory Security Check is a condition of employment by a statement included in all job postings and letters of offer or through the onboarding process.

4.2 **Placement Participants**

Educational institutions shall be responsible for ensuring that all Placement Participants provide a satisfactory CRC, AARC and CARC, in accordance with the terms of the WRHA contract with the applicable educational institution and/or employing organization.

4.3 **Staff Currently Employed**

If a Security Check is required by the employer, existing Staff will submit the required Security Check within the timeframe specified in writing by the employer.

4.4 **Commencement Of Employment Prior To Receipt Of Security Checks**

In extenuating circumstances and with the express approval of Human Resources, an applicant may commence employment before the CARC, AARC and/or CRC is obtained and provided to the employer. In these instances, the letter of offer will contain a statement that the offer of employment is conditional on the return of satisfactory Security Check(s).

4.5 **Consideration Of An Applicant With A Criminal Record**

In the event that an applicant has a criminal record the hiring Manager, in conjunction with the appropriate Human Resources Director (or designate), shall consider the nature and extent of the record and assess the suitability of an applicant relative to the *bona fide* requirements of the position.

When a qualified person with a criminal record is being considered, the following factors shall be considered in relation to the position duties and responsibilities:

- a) The nature of the offence for which the person was convicted;
- b) The time elapsed since the offence occurred and number of convictions;
- c) The person's record since the crime occurred; and
- d) Any relevant information/factors that will assist in making a determination as to the suitability of the applicant.

4.6 **Applicant whose name appears on the child abuse registry or adult abuse registry**

In the event that an applicant's name appears on the adult abuse registry or child abuse registry, the hiring Manager must consult with the appropriate Human Resources Director (or designate) to determine impact, if any, on employment status.

4.7 **The Personal Investigations Act**

If a candidate is deemed unsuitable for hire, appointment, transfer, promotion, or placement as a result of the CRC, AARC and/or the CARC, the candidate must be advised in accordance with the requirements of *The Personal Investigations Act* (Manitoba).

4.8 **Disclosure**

While employed, contracted and/or practising with the WRHA, staff have an ongoing responsibility to disclose to their immediate Supervisor/Manager, as soon as is reasonably possible, any change in their status with respect to Criminal charges and/or convictions and/or placement on the child abuse registry or adult abuse registry.

5.0 **REFERENCES:**

5.1 *The Personal Investigations Act* (Manitoba).

5.2 *The Criminal Records Act* (Canada)

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