



Building Healthy Minds and Bodies since 1977

4.15 PRE-EMPLOYMENT SCREENING POLICY

PURPOSE

To ensure that Okanagan Gymnastics Centre (OGC) creates a safe and secure workplace by conducting pre-employment screening for coaches, support staff and volunteer coaches.

POLICY

Okanagan Gymnastics Centre (OGC) requires that all employees and volunteers who are working in close proximity to young athletes, shall complete specific requirements that will help ensure the protection of the athletes.

To ensure candidates for employment are qualified and to allow for verification of information that has been provided by the candidate.

Information collected as part of the pre-employment screening can include but is not limited to:

- Current resume
- Previous employment information
- Education verification
- NCCP coaching level verification
- Criminal Record Check including a vulnerable sector verification
- Reference checks

PROCEDURE

At the offer of employment all candidates will be subject to a criminal record check. In upholding the individual's human rights and right to privacy, OGC will ensure that any further information collected is deemed to be necessary and appropriate for the position to which the candidate is applying.

All pre-employment screening checks will be conducted in accordance with applicable federal and provincial legislation, and will only be conducted on candidates who have been offered employment, or are volunteer coaching with the organization.

Results:

Pre-employment screening results will not be used as a basis for denying any candidate employment unless the denial of employment is determined to be due to job-related issues or workplace safety and security. However, if an applicant attempts to withhold information or falsify information pertaining to any previous convictions, the applicant will be disqualified from further employment consideration in any position with OGC due to falsification of an application.

OGC will adhere to the Human Rights Code and will not deny any individual employment based upon a pardoned conviction. Alternatively, all pre-employment screenings with positive criminal record checks will be reviewed on a case-by-case basis, and individuals with a history of convictions on their records will be considered based upon the nature of the crime to the position, the length of time since the conviction, the number of convictions and any potential threats posed to OGC.

Appeals:

If employment is denied to a candidate based on the results of the pre-employment screening, the candidate may appeal the decision to the Personnel Committee of OGC on the grounds of procedural fairness or that the decision or recommendation was unreasonable.

APPROVED BY OGC BOARD OF DIRECTORS MARCH 15, 2017