



Building Healthy Minds and Bodies since 1977

4.15 a CRIMINAL RECORD CHECK POLICY

PURPOSE

To ensure that Okanagan Gymnastics Centre (OGC) creates a safe and secure workplace for all employees and visitors.

POLICY

Okanagan Gymnastics Centre (OGC) requires that all employees, board members and volunteers shall complete a criminal record check (CRC) by the Criminal Records Review Act. The record must be returned to the Director of Operations for assessment, and retained in the personnel file of the employee/volunteer or Board Member.

PROCEDURE

At the offer of employment/volunteer coaching all candidates who are working in close proximity to young athletes, will be subject to a CRC.

- Including a vulnerable sector verification
- Be renewed every three years
- A potential new employee is responsible for the cost of the first CRC. OGC will cover the expense for renewals
- Notification of the completed CRC must be submitted to Gymnastics BC

Results:

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. Positive CRC's 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.

A copy of the CRC will be provided to the employee upon request. A notation will be made in the personnel file to indicate a copy has been made. CRC will not be sent through the mail, mailed electronically or faxed unless requested in writing by the employee.

APPROVED BY OGC BOARD OF DIRECTORS March 15, 2017