

PATHWAYS ABILITIES SOCIETY

POLICY: CRIMINAL RECORD CHECK

Applies to: All Personnel, Volunteers, and Home Share Contractors

Original Approval Date: 1993

Date Board Approved: February 26, 2024

Replaces Policy Dated: February 20, 2017

Board Member's Signature

Prospective employees, home share contractors, students or volunteers must have a criminal record search completed at the person's own expense prior to commencing contracting, employment or a position with the organization and every five years thereafter. Home Share Contractors are responsible for the expense of any criminal record reviews.

Prospective contractors, employees, students or volunteers will not be permitted to work alone or begin contracting until the completed criminal record review letter has been received by and approved by Pathways Abilities Society management.

Any applicant with a record of sexual abuse, sexual assault or violence will not be considered for employment with Pathways Abilities Society.

The executive director and/or designate will review any other criminal record uncovered to determine if employment or contracting is an option using the following guidelines:

- Likelihood of individual repeating offense.
- Number and type of offense.
- Time between offense and present time.
- Age and circumstance of individual at time of offense.
- Efforts made toward rehabilitation.
- Accomplishments of individual since charge and conviction.
- The nature of the offense contained in the criminal record and the duties expected of the employee.

The executive director and/or designate will discuss the criminal record with the individual to assist in the assessment of the record.

A volunteer's or employee's record will not be shared with any other agency or individual without the person's consent or knowledge.

Contractors, Employees, students or volunteers who are charged with a criminal offence or involved in an action that may change the person's criminal record status must promptly notify the executive director, who will apprise the Board president or his/her designate. Current employees or volunteers will be asked periodically to provide an up-

to-date criminal records check search. The costs to obtain will be paid for by the Society. Contractors will be required to provide an up-to-date criminal record check prior to the expiration of the current criminal record check. Contractors are responsible for obtaining and paying for the criminal record check process.

Depending on the nature and severity of the charges and pending the outcome:

- An employee may be suspended with or without pay and not be permitted on the Society's facilities unless required to attend a meeting with the executive director and/or designate.
- A volunteer or student will not be permitted on the Society's facilities unless required to attend a meeting with the executive director and/or designate.

If found guilty:

- An employee may be subject to further disciplinary action up to and including termination as deemed appropriate by the Employer and as per the Collective Agreement and to meet the intent of the Community Care Facilities Act and Regulations or any other such Acts and Regulations;
- A volunteer or student will be refused further entry to all Society facilities.
- A Home Share Contractor may have their contract suspended, and the individuals they are supporting may be removed from their home pending the results of review by Pathways and Community Living BC.

If acquitted:

- An employee who may have been suspended without pay will be reinstated with full back pay.
- A volunteer or student may resume their previous position.

Criminal record check applications and completed forms are maintained as outlined in the procedure.

Criminal record checks that expire are destroyed as outlined in the Pathways Abilities Society Confidentiality and Release of Personal Information policy and procedures.