

Mayne Island Improvement District

Criminal Record Check Policy

POLICY STATEMENT

The Mayne Island Improvement District (MIID) believes in ensuring that all individuals who are part of the MIID organization; trustee, employees, contractors and volunteers be held to the highest standard of trust and integrity.

The MIID requires that employees, contractors and volunteers consent to a Check prior to any employment, contract work or volunteerism for the MIID, and that clearance is maintained.

DEFINITIONS

Check: is a Criminal Record Check, Vulnerable Sector Check or Enhanced Police Information Check.

Employee: anyone employed by the MIID including firefighters and administration staff.

Trustees: are the elected Governance of the MIID including the Mayne Island Volunteer Fire Department (MIVFD).

Contractors: are the building and maintenance, water systems, fire hall custodians and health centre custodians.

Volunteers: are any individuals who volunteer for the MIID, MIVFD events, or any situation in which one would be considered a volunteer for the MIID or its subsidiary organizations.

PROCEDURE

All employees, contractors and volunteers are required to consent to an updated check every five (5) years. Checks will be performed by the MIID at no cost to the individual.

The Corporate Administrative Officer shall maintain all records required for employment or volunteerism and that those records will be held in accordance with the *Freedom of Information and Privacy Protection Act*.

In the event of a positive check where there are concerns about a record (i.e. criminal charges and/or convictions resulting from a criminal record check, the following factors are taken into consideration:

- Nature of employment including the duties of the position and the working conditions (e.g. working under close supervision or independently.)
- Whether the behaviour that led to the record, if repeated, poses a threat to the MIID's ability to carry on its business safely and/or efficiently.
- Whether the record would damage the reputation of the MIID or affect the public's confidence in MIID services.
- Details of record.
- Circumstances of the record.
- Length of time between the record and employment, contract or volunteer decision.
- Employment history of the individual.

Mayne Island Improvement District

Criminal Record Check Policy

- Individual's efforts at rehabilitation since the time of the record.

All positive checks will be reviewed in collaboration with the Corporate Administrative Officer, the Fire Chief and one trustee. Clearances will be denied when concerns from check results represent an unacceptable risk in performing the duties of the designated appointment.