

# **Criminal Record Check/Vulnerable Sector Screening Policy**

## **1.0 Policy Statement**

Upon hiring, employees must provide a Criminal Record Check and a Vulnerable Sector Screening accordingly to the job position being undertaken with the City. Once hired, employees are required to notify their supervisor of any change in their criminal record or vulnerability sector status.

## **2.0 Scope**

This Policy applies to all permanent, permanent part-time, seasonal, part-time temporary, casual, contract and student employees, where deemed appropriate by the hiring Manager and Human Resources, at all locations of the City excluding Council appointed Committees and Advisory Board Members. Where any provision of this Policy conflicts with the terms of the collective agreement, the collective agreement will prevail.

## **3.0 Purpose**

To establish a Policy for the City of Mount Pearl that acts as a precautionary measure designed to confirm that employees of the City do not have a criminal history, which could potentially make them unsuitable for employment or engagement in positions of trust. This Policy assists the City by ensuring the safety and well-being of people who are receiving City services and aids in the protection of the City against financial or other loss.

## **4.0 Related Procedures**

Refer to the City's companion document *Criminal Record Check/ Vulnerable Sector Screening Procedure*.

## **5.0 Approvals**



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**Steve Kent, Chief Administrative Officer**

**August 7, 2018**

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**Date**