

## **POLICY ON CRIMINAL REFERENCE CHECKS**

### **RATIONALE**

Epilepsy Toronto is committed to the safety and well being of its consumers and to ensuring that all services provided by employees and volunteers of the agency are delivered with dignity and respect.

### **IT IS THE POLICY OF THE ASSOCIATION:**

To perform criminal reference checks on all staff, volunteers, and students of the agency whose responsibilities involve direct contact with children or vulnerable adults.

In all cases, criminal reference checks will be initiated with the individual's full consent and prior to their involvement with the agency. Where this information is not readily available, the agency may exercise conditional offers of employment with a proviso of supervised client access. The existence of a criminal record will not necessarily constitute cause for disqualification, but will be a factor in considering an applicant's suitability to the job/role in question. We take seriously the provisions and implications of the Human Rights Code as it applies to the hiring and/or approval of applicants and volunteers, and we are committed to carefully weighing which information might constitute a "bona fide" reason for refusing any applicant.

For Epilepsy Toronto's purposes, the term "children or vulnerable adults" constitutes the total agency clientele.