



## **Subject: Criminal Reference Check**

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### **1. PURPOSE**

- 1.1. This policy provides a precautionary measure designed to confirm that employees or volunteers of the Laurentian University Students' General Association (SGA) do not have a criminal history which could potentially make them unsuitable for employment or engagement in positions of trust. This measure assists the SGA in attempting to ensure the safety and well-being of people who are receiving SGA services and aids in the protection of the SGA against financial or other loss.

### **2. OPERATING PRINCIPLES**

- 2.1. No employee will be first engaged or hired unless a satisfactory criminal reference check is provided.

### **3. PROCEDURE**

- 3.1. Offers of employment, will be conditional on the successful candidate providing a satisfactory criminal reference check prior to any offer being finalized. A satisfactory criminal reference document must be dated no earlier than six months prior to receipt by the SGA.
- 3.2. Where a reference shows criminal offences have occurred, the Executive Director will reach a decision with regard to the relevance of the offence to the offer of employment. The Screening Criteria to be used are detailed below.
- 3.3. If an offer is withdrawn because of a relevant, unsatisfactory reference, the decision will be made known to the candidate.
- 3.4. Obtaining the criminal reference check will be the responsibility of a potential candidate. The SGA will assist by directing selected candidates as to how and where they may obtain the required reference (see Annex A). Any cost of obtaining the reference check will be borne by the candidate.
- 3.5. If a reference cannot be provided within two weeks from a conditional offer without an explanation acceptable to the SGA, the conditional offer will be withdrawn in writing and other candidates will be considered.
- 3.6. Staff will not commence work without a satisfactory criminal reference check in place.



## **ANNEX A To Criminal Reference Check Policy**

### **How and Where to Obtain**

A person does not have to be a Canadian citizen to have a criminal reference check done. However, the reference check is only a Canada-wide search and would not indicate if there were any criminal activities performed in another country.

How to obtain a Criminal Reference Check:

1. Any police station can perform a criminal reference check.
2. An applicant must provide two pieces of identification, one of which must be photo identification, e.g. driver's license. A Health Card or Social Insurance Number Card are not acceptable identification for this purpose.
3. The Greater Sudbury Police can process a reference check. The paperwork can either be picked up or mailed out.