

<b>LANARK COUNTY COMMUNITY JUSTICE PROGRAM</b>	<b>POLICIES &amp; PROCEDURES</b>
SECTION: Human Resources	DATE: February 20, 2014
SUBJECT: Personal Reference Check Policy	HISTORY: New Policy
<p><b>Policy:</b> Personal Reference Checks are a precautionary measure designed to ascertain whether potential employees, students, and volunteer facilitators who are providing direct service to a youth or vulnerable person have a work, volunteer or family history which could potentially make them unsuitable for a staff or volunteer position. Such checks can assist our Agency in attempting to ensure the safety and well-being of the persons in our program.</p>	
<p><b>Procedure:</b></p> <ol style="list-style-type: none"> <li>1. All staff, students, and volunteers must provide three references prior to an offer of employment or a volunteer position.</li> <li>2. The person/s who interviewed the potential candidate will be responsible for contacting references given by the candidate.</li> <li>3. Only the persons listed by the potential candidate may be contacted for a reference.</li> <li>4. The existence of a poor reference does not necessarily preclude employment or a student or volunteer position. The Agency will consider the nature of and circumstances surrounding any issue of concern. Where a poor reference arose due to a situation in which restorative efforts were or could have been made, the Agency will consider the extent of these efforts as a mitigating factor. Candidates may be asked to provide further references at the discretion of the Agency.</li> </ol>	