

<b>Vulnerable Sector Screening Policy</b>	Policy Number: PA-112
Last Reviewed: 2019/11/01	Next Review: 2020/11/01

**Purpose:** Pinnguaq is committed to ensuring a safe and abuse-free environment for our staff and clients. To eliminate potential for abusive incidents, and to mitigate the potential for Pinnguaq to be associated unfavourably with abusive incidents, we take a proactive position regarding the prevention of abuse through requiring Vulnerable Sector Screenings (VSS).

**Policy:** Prior to employment or participation in Pinnguaq operations, individuals must provide a hard-copy of their Vulnerable Sector Screening. If the candidate provides cleared screening in advance it must have been within the last 6 months.

**Scope:** Pinnguaq staff, volunteers, cooperative education students, interns, and third-party contractors must provide a hard-copy of their Vulnerable Sector Screening.

**Procedure:**

1. After successful nomination, and prior to an appointment to a volunteer position or staffing assignment, the Human Resource Manager will provide a Vulnerable Sector Screening request to the candidate, if necessary for completion of VSS.
2. If the candidate provides cleared screening in advance it must have been within the last 6 months.
3. Candidates will be required to submit their Vulnerable Sector Check to the Human Resource Manager prior to commencing employment or volunteer time.
4. Parties are required to provide an updated VSS upon every three years.
5. Once a year, when an updated VSS is not required, an offence declaration must be signed by each employee.

**Standards and Disqualification:**

Candidates for employment and volunteer positions will not be considered/and or assignment offers will be rescinded if:

1. They are registered on the Vulnerable Sector Screening.

2. There is a criminal conviction of any kind in the past five years.
3. If there is a conviction of a crime involving: the victimization of children and youth, violence toward another person, trafficking of illegal substances, and criminal activity involving children and youth.
4. If there is a conviction for a crime other than those listed in the previous point that is older than five years, or upon requests for special consideration the CEO and Board of Directors will consider its relevance to the work of the individual and its potential impact on the organization and make a determination whether to decline engagement of the individual with the work of the organization.

**Monitoring:**

1. All employees and volunteers have a duty to disclose any incidents that happen while they are employed or volunteering with Pinnguaq.
2. Parties will be required to sign a Declaration of Offences on a yearly basis.
3. Failure to disclose may result in the termination of employment.
4. Criminal and Child Abuse Records Investigations may be conducted, at Pinnguaq's discretion, at any time during the course of an individual's employment.
5. In the event that an employee has applied for their VSS but has not received it, at no time will that employee be left unsupervised with children. The employee will also be required to sign an offence declaration until the VSS is attained.
6. In the case of volunteers or employees under 18, a VSS cannot be completed as of November, 2018, in accordance with The Police Records Reform Act and the Youth Criminal Justice Act. Those individuals will not be left unsupervised with children.

**Payments for Vulnerable Sector Screening:**

1. Candidates are responsible for covering the cost of their VSS, as per condition of their employment.
2. Pinnguaq will cover the costs for:
  - a. Students under the age of 18.
  - b. Employees completing their three year update.