

# GCC Policy: Volunteer and Staff Screening

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As adopted by the GCC Board of Directors 28 July 2015

Green Communities Canada (GCC) recognizes its moral, legal and ethical responsibilities to the people it serves and GCC strives to ensure the right match is made between work to be done and the person who will do it.

Volunteer and staff screening:

- is an ongoing process
- serves to create and maintain a safe work environment
- identifies people who may potentially cause harm to vulnerable persons

**Vulnerable persons<sup>1</sup>.**

A vulnerable member of society is defined as a person who, because of his or her age, a disability, or other circumstances, whether temporary or permanent:

- a) is in a position of dependency on others; or
- b) is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them

**Screening process.**

GCC staff and volunteers applying to work on programs serving vulnerable persons will:

- complete an in-take interview to assess suitability for the position
- provide a police records and vulnerable position screening or similar police background check
- agree to complete any training program required by the job assignment
- undergo a reference check. Potential staff and volunteers will be asked to provide written consent to allow GCC to obtain personal information from third party referees.
- read and provide verification indicating understanding and willingness to adhere to all GCC policies including:
  - Code of Conduct
  - Privacy Policy
  - Internet/Email Policy
  - Health and Safety Policy
  - Workplace Harassment Policy
  - Anti-Violence Policy
- undergo ongoing monitoring to ensure they continue to meet expectations

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<sup>1</sup> Criminal Records Act (Government of Canada)