BACKGROUND CHECK POLICY

<Organization Name> (the “Company”) has incorporated the practice of requiring background checks as a term of employment in order to protect the safety and privacy of the Company, the business, and its proprietary information.

SCOPE

All potential candidates for employment, contractors, and third-party personnel associated with the Company who may have access to confidential information are subject to the background check process.

PROCEDURE

The following items will be included in the background check process for all potential candidates at <Organization Name>: (select the applicable ones; can only be required for bona fide occupational requirements of the position)

* **Confirmation of Prior Employment:** The purpose of this check is to confirm the candidate's professional qualifications and employment history by verifying the information provided by the candidate’s previous employer. This information may include: dates of employment, previous title/position held, duties/responsibilities assigned, and/or details of performance with the previous employer. This check will be completed by contacting the listed business references provided by the candidate.
* **Criminal Record Check:** The purpose of this check is to review a potential candidate’s criminal history (prior convictions and/or probation) and will be completed with the consent of the individual it is being required of and in accordance with [Ontario’s Police Record Checks Reform Act, 2015, S.O. 2015](https://www.ontario.ca/laws/statute/15p30). This review is important to ensure that the Company mitigates any risks to the business and to prevent any consequence of negligent hiring.
* **Credit History Check:** The purpose of this check is to verify a potential candidate's identity, eligibility to work in the banking industry, and to mitigate any potential risk to the Company. This information will be treated as confidential, and the Company will adhere to all applicable privacy legislation to protect the personal information of all individuals for whom this check is completed.
* **Social Insurance Number Verification Check:** The purpose of this check may be to validate a potential employee's identity, eligibility to work in Canada and/or to comply with Canada’s [Social Insurance Number–Code of Practice Section 2](https://www.canada.ca/en/employment-social-development/services/sin/reports/code-of-practice/section-2.html) which outlines that a SIN must be provided to the employer within three days of employment.
* **Vulnerable Sector Check**: This check is required for specific organizations where an employee will be working with vulnerable populations, (known as vulnerable because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position or authority or trust relative to them). It provides the same type of information that is disclosed in a criminal record and judicial matters check, applicable findings of: not criminally responsible due to mental disorder, record suspensions (pardons) related to sexually-based offences. In certain circumstances, non-conviction charges related information, when a strict test is met.

POLICY

All components of the background checks will be completed by [Insert TItle Here Ex. Hiring Manager] and will be reviewed by [Insert Title Here Ex. Human Resources Manager] prior to the start of a potential candidate's employment. The information will be reviewed to determine any potential risks, liabilities, or issues regarding the candidate’s employment eligibility with the Company.

All information gathered will be treated as confidential and the Company will adhere to all applicable privacy legislation to protect the personal information of all individuals for whom these checks are completed. For candidates that are hired, all background check information will be stored privately and separately from the employees file for a minimum of [Insert #] years.

<Organization Name> will comply with all prescribed requirements and legislation relevant to the collection and use of personal information for the components of background checks. <Organization Name> retains the right to modify this policy at any time and without notice. The Company will continue to monitor and update this policy in accordance with any new processes or requirements, as applicable.

All questions and concerns regarding this policy and procedure can be directed to [Insert Name/Title Here].