



PROFESSIONAL CONSTRUCTORS

BACKGROUND CHECKS POLICY

Purpose:

Acres is committed to taking meaningful actions to protect its finances, property, employees, clients and other assets; and to ensure our business activities are performed by qualified employees.

Scope:

This policy applies to all employees and potential employees i.e. (job applicants, job candidates, etc.) of Acres Enterprises Ltd.

The finalist for all staff positions at Acres is subject to background checks of employment references and employment history with educational, criminal, license, credit and sex and/or violent offender histories as necessary dependent upon position of hire / promotion.

Policy:

This policy sets forth Acres' process for conducting pre-employment / pre-promotion background checks for all staff positions. An offer of employment is contingent upon the successful completion of a background check. Generally, employment in any position should not begin until Acres has received and reviewed the results of the background checks. Exceptions may be made with approval of the Director, Corporate Services.

The cost for the background check will be the responsibility of the employer.

General Duties of a B.C. Employer:

An employer may require an applicant for employment or an employee to undergo a criminal record check even if the applicant or employee could undergo a criminal record check verification.

Despite subsection (1) of the BC Criminal Records Review Act, an employer must not require an applicant for employment to authorize a criminal record check or criminal record check verification unless the employer has offered employment to the applicant.

Statement about Background Checks and Discrimination:

Information discovered through the background check process will be used solely for the purpose of evaluating a job candidate, applicant or finalist's suitability for employment with Acres. It will not be used to discriminate against the individual on the basis of race, color, religion/creed, sex/gender, age, sexual orientation, gender identity/expression, national origin, genetic information, marital/familial status, disability, military status, etc.

Once the background checks are completed, Acres will make a hiring decision based upon the information gathered. If negative information is obtained through the background check process, Acres will determine whether the information is job-related and if the decision not to hire is consistent with business necessity.

BACKGROUND CHECKS PROCEDURES

In making a hiring (selection) determination, Acres will review all other relevant information including:

1. For all criminal convictions or pleas, the nature and seriousness of the offense(s), the number and type of offense(s), the amount of time that has elapsed since the offense(s), whether such offense(s) are related to the responsibilities of the position, and the accuracy and completeness of the information provided by the finalist during the application process.
2. For all other negative information, the nature and seriousness of the activities or data obtained, the amount of time that has elapsed since the activities or data, whether the information is related to the responsibilities of the position, and the accuracy and completeness of the information provided by the finalist during the application process.

If adverse action is taken against the finalist in whole or in part based upon the results of a background check, the finalist will receive written notification indicating that no further action will be taken and the employment offer will be rescinded.

Exceptions:

Exceptions to this policy may be made at the discretion of the Director, Corporate Services in discussions with Human Resources.

Definitions:

- A. Finalist: The applicant selected by the hiring department for a position at Acres, who: (1) is not currently employed by Acres, or (2) is currently employed by Acres, who has either not undergone the background check process, or not undergone the additional background checks required.
- B. Background check: Checking any or all parts of the finalist's employment references and employment, educational, criminal, sex and violent offender, credit, and license histories. The nature or scope of the background check will be appropriate to the position.
- C. Background check vendor: A company engaged by Acres to conduct background checks. Whenever a background check vendor conducts all or any portion of a background check, Acres will require the vendor to comply with all applicable federal and provincial legislation.
- D. Criminal history check: Verifying that the finalist does not have any criminal convictions or pleas which are acknowledgements of responsibility. This verification will include a search of convictions or pleas which are acknowledgements of responsibility ~~during the seven (7) years immediately preceding the finalist's application to Acres~~. Criminal convictions or pleas will not automatically exclude a finalist from consideration for employment unless they are job-related and the decision not to hire is consistent with business necessity.
- E. Sex and violent offender check: Verifying with applicable registries that the finalist does not have any convictions of certain sex or violent crimes.
- F. Educational history check: Verifying that the finalist possesses all relevant educational credentials cited by him/her or listed on/in the application, resume, or cover letter.
- G. Employment history check: Verifying that the finalist worked in the positions cited or listed on/in the application, resume, or cover letter. This verification will include dates of employment and the reasons for leaving each position ~~for at least the seven (7) years immediately preceding the finalist's application to Acres~~.

- H. Employment reference check: Ensuring Human Resources receives positive feedback about the candidate's character and performance at work from persons familiar with both.
- I. License history check: Verifying, if required as a bona-fide occupational requirement of the position, the candidate possesses all licenses cited on/in the application, resume, or cover letter.
Verification includes establishing the current status of the relevant licenses. This includes checking, for example, any motor vehicle driver's license required by the position.
- J. Credit history check: Checking the credit history of the finalist, if required as a bona-fide occupational requirement of the position with Acres.

Activities D through J will be completed by HR or by a background check vendor.



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Background Checks Authorization

Name: _____
(FIRST) (MIDDLE) (LAST)

Former Names and Dates Used: _____

Current Address Since: _____
(MO/YR) (STREET) (CITY) PROV/POSTAL

Previous Address Since: _____
(MO/YR) (STREET) (CITY) PROV/POSTAL

Previous Address Since: _____
(MO/YR) (STREET) (CITY) PROV/POSTAL

Social Security Number: _____

Telephone Number: _____ DOB: _____

Drivers License Number: _____

The information contained in this application is correct to the best of my knowledge.

I hereby authorize Acres Enterprises Ltd. and it's designated agents and representatives to conduct a comprehensive review of my background as follows:

- Criminal history check:
- Sex and violent offender check:
- Educational history check:
- Employment history check:
- Employment reference check:
- License history check:
- Credit history check:

Signature: _____ Date: _____