

| CDBA-NB Inc. Policy and Procedure | | | |
|-----------------------------------|--|------------|---------------|
| Chapter: | Human Resources | PP No. | HR 1.1 |
| Section: | Employment | Issued : | Feb 2015 |
| Subject: | SOCIAL DEVELOPMENT AND CRIMINAL RECORD CHECKS | Effective: | Jan 2015 |
| Issue to: | All Manual Holders | Page: | 1 of 3 |
| | | Replaces: | |
| Approved by: | CDBA-NB Inc. Board of Directors | Issued: | |

1. POLICY

1.01 To make employees/board members/prospective employees and volunteers aware of the Criminal Record Check and Social Development Check Policy as per Social Development Contract.

2. PURPOSE

2.01 To inform employees/board members/prospective employees and volunteers of what is expected under this policy.

3. SCOPE

3.01 This Statement of Policy and Procedure applies to all manual holders.

4. RESPONSIBILITY

4.01 It is the responsibility of the Executive Director to obtain these checks for office staff, Board Members and Volunteers.

4.02 It is the responsibility of the Director of Intervention to obtain these checks for all Intervenors or potential Intervenors.

5. DEFINITIONS

None.

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6. REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE

Purchase of Service Agreement with Social Development

7. PROCEDURE

7.01 CDBA-NB Inc. will ensure that a Social Development Record Check and Criminal Record Check will be conducted upon each staff member, Board Members, prospective staff members and volunteers in accordance with the Social Development Record Check and Criminal Record Check Policy.

8. ATTACHMENTS

Attachment A - Draft Letter for Criminal Record Check

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ATTACHMENT A

Sample Criminal Record Check letter for police/RCMP

PUT ON LETTERHEAD

April 2, 2014

This is a request for a vulnerable sector screening criminal record check on _____.
_____ volunteers on the Board of Directors with the Canadian Deafblind Association-NB Inc.

OR

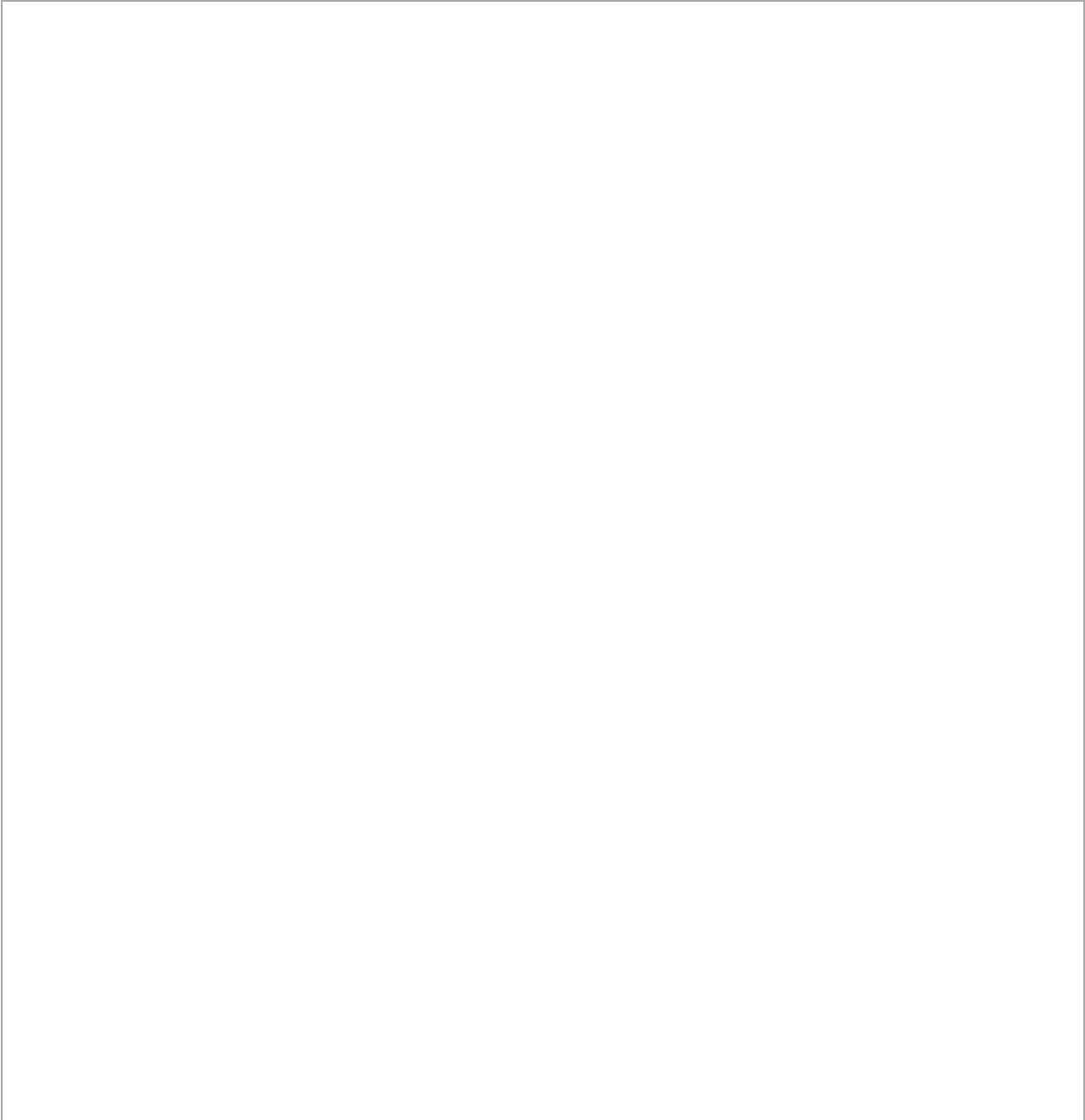
This is a request for a vulnerable sector screening criminal record check on _____.
_____ is to be employed as an Intervenor with the Canadian Deafblind Association-NB Inc.

If you require further information, please do not hesitate to call.

Thank you.

Stacey Copeland
Director of Intervention

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