

Effective Date: August, 2018

National accessArts Centre may withdraw an applicant's offer of employment or dismiss an employee or volunteer for convictions related to his/her employment or volunteer position if they believe there is or could be a risk to artists, staff or volunteers.

The National accessArts Centre requires a Vulnerable Persons Police Information Check (PIC) for all potential employees, studio volunteers and board members*. Employees must provide a criminal records check within a reasonable time after being hired. If the PIC is not submitted, or is not satisfactory, the employee can be terminated. Potential employees receive a letter offering employment subject to the findings of a PIC. Applicants considered for employment or volunteering must disclose whether they have ever been convicted of a criminal offence for which they have not been granted a pardon, or an offence for which they have been granted a pardon and such a pardon has been revoked. Failure to disclose is grounds for dismissal of an applicant, employee or volunteer.

Employees who already hold positions at National accessArts Centre are subject to the same standard for disclosure. The National accessArts Centre requires that all employees complete new declarations annually.

The manager responsible for HR policies & procedures reviews and files all PICs and completed Criminal Charges & Convictions forms. When there is a positive declaration, the HR Manager will notify the CEO who, upon review of the corresponding PIC, will determine if additional review is required with the employee. Where it is determined that the conviction does not relate to a bona fide occupational requirement, the corresponding positive PIC outlining the details of the conviction will be returned to the employee. All PICs and Criminal Charges & Convictions forms will be placed in the confidential employee's personnel file to protect the privacy of all employees.

* Police Information Checks (PICs) are conducted in compliance with the Abuse Prevention and Response Protocol Implementation Date: January 1, 2004 and are subject to FOIP. You may obtain a PIC either directly from a conveniently located police station or online at <https://policeinformationcheck.calgarypolice.ca/>

I understand that failure to disclose any restrictions relating to bona fide occupational requirements will result in immediate dismissal.

I understand that this personal information is collected and shared for the purposes outlined in the Freedom of Information and Protection of Privacy Act, which determine eligibility for employment with National accessArts Centre and for legal requirements where these purposes are consistent with the FOIP Act and under the Alberta Labour Relations and Employment Standards Codes.