

<b>OPERATIONAL POLICY</b>			
<b>Department</b>	Employee Services	<b>Number</b>	TBD
<b>Subject</b>	Background Screening	<b>First Issued</b>	Feb 1, 2019
		<b>Effective</b>	Feb 1, 2019
<b>Issued to</b>	All Members of the Calgary Stampede	<b>Version</b>	01
<b>Approved by</b>	Chief Executive Officer	<b>Next Review</b>	TBD

## **1.0 POLICY STATEMENT**

Background Screening is an important initiative to maintain the safety and security of all Members of the Calgary Stampede and the general public. Background Screening is also a prudent step in providing a safe environment for vulnerable individuals.

## **2.0 POLICY RATIONALE**

Some criminal offences may have a direct impact on the position an individual holds within the organization, as well as the reputation of the Calgary Stampede. This policy is intended to provide an additional screening measure when offering individuals positions as Calgary Stampede Members.

Individuals who are applying for employment or volunteer roles that have been identified as positions of trust have a direct impact on the safety of minors and vulnerable individuals.

## **3.0 SCOPE**

The policy applies to:

- 3.1 All Members of the Calgary Stampede, 18 years of age or older
- 3.2 Any individuals applying for an employment, volunteer or contractor position within any area of the Calgary Stampede

## **4.0 POLICY DEFINITIONS**

**Member:** Employees, volunteers, contractors or Program Participants working or volunteering with the Calgary Stampede.

**Applicant:** An individual who has formally expressed interest in a position through the Calgary Stampede recruitment portal.

**Background Screening or Background Check:** A Criminal Record Check (including additional screening and Criminal Record and Judicial Matters Check) and/or a Vulnerable Sector Check.

**Program Participant:** Any individual 18 years of age or older participating in or providing support services to a Calgary Stampede or Calgary Stampede Foundation production and/or program, including but not limited to: The Young Canadians, Stampede Show Band and the Band of Outriders.

**Criminal Record Check:** A basic Police Information Check (PIC) which identifies any active indictable criminal record convictions.

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Position of Trust: A role within the organization that has influence and/or authority over minors and vulnerable persons and may require time alone, unsupervised, with minors and vulnerable persons. At the Calgary Stampede this has been defined as those individuals who occupy a position of trust and, in the regular course of their duties, are in contact with minors and vulnerable persons and have the ability to influence behaviour based on their position.

Minor: Any persons younger than eighteen years of age.

Vulnerable Sector Check: An enhanced Criminal Record Check used to verify if an individual has a record suspension or pardon for a sexual offence conviction.

Vulnerable Persons: includes those who because of age, disability or other circumstance (whether permanent or temporary) are in a position of dependence on others or otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

## **5.0 POLICY DETAILS**

### **5.1 Criminal Record Screening Requirements**

- 5.1.1 Criminal record screening is a condition of employment, volunteerism and contracting for all roles at the Calgary Stampede.
- 5.1.2 Prior to occupying any volunteer or employee role at the Calgary Stampede, a candidate must obtain a Criminal Record Check prior to his or her start date.
- 5.1.3 Maintaining a satisfactory criminal record is required of all Members for the duration of his or her relationship with the Calgary Stampede.
- 5.1.4 Applicants who refuse to participate in, or consent to, the Criminal Record Check process will be deemed to have withdrawn their application for employment or volunteering.
- 5.1.5 Any returning Member who has a gap in service and has not provided a Criminal Record Check within the previous 24 months will be required to participate in a new Criminal Record Check process.

### **5.2 Vulnerable Sector Screening Requirements**

- 5.2.1 A Vulnerable Sector Check is a condition of employment, volunteerism and contracting for all roles deemed to be a Position of Trust.
- 5.2.2 A Criminal Record and Judicial Matters Check (CRJMC) may suffice if the Applicant is born after February 28, 1986 as the Applicant would not be found in the pardoned sex offender database.

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- 5.2.3 When occupying a role that has been determined to be a Position of Trust, a Vulnerable Sector Check must be completed prior to a Member's start date.
- 5.2.4 Applicants who refuse to participate in the Vulnerable Sector Check process will not be considered for the position.
- 5.2.5 Any returning Member in a Position of Trust who has a gap in service and has not provided a Vulnerable Sector Check within the previous 24 months will be required to participate in a new Vulnerable Sector Check process.

## **5.2 Current Volunteers and Employees**

- 5.2.1 Background Checks are required every two years for members who hold a Position of Trust. For Applicants born prior to February 28th, 1986 an initial Vulnerable Sector Check may be obtained one time and then after this initial check, an Enhanced Search (Criminal Record and Judicial Matters Check) may be provided every 2 years.
- 5.2.2 Current members with the Calgary Stampede who refuse to undergo the process of a Criminal Record Check or Vulnerable Sector Check may be have their employment or volunteer position terminated. Any decision to terminate will be determined on an individual case by case basis.
- 5.2.3 The Calgary Stampede may request a current Criminal Record Check or current Vulnerable Sector Check of a member at any time while he or she is employed or volunteering with the Calgary Stampede.

## **5.3 Unsuccessful Criminal Record Results**

- 5.3.1 A criminal record is not necessarily a barrier to obtaining a position with the Calgary Stampede. In cases where a Criminal Record Check is returned as not clear, the Director, Employee Services or Director, Volunteer Services or a member of the Executive Management Team will review each situation individually, considering the circumstances and the requirements of the role in order to determine whether there is any impact to employment or volunteerism. Violations of this policy may result in a Member having to change positions and/or the termination of his or her relationship with the Calgary Stampede.

## **5.4 Disclosure and Confidentiality**

- 5.4.1 During the course of their employment or volunteerism, Members are obligated, on an ongoing basis, to disclose any relevant criminal charges in writing to Employee Services, Volunteer Services, or Contractor contact as soon as is reasonably possible and no later than seven days following the

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charge. Relevant criminal charges are those charges that directly impact or relate to the Member's role with the Calgary Stampede.

5.4.3 A Member who fails to disclose relevant criminal charges or a criminal conviction which directly impacts their role, may be subject to a transfer to another position within the organization or termination of the relationship with Calgary Stampede. Any decision to transfer or terminate will be determined on an individual case by case basis.

5.4.4 All Background Screening results will be kept strictly confidential and will be stored in a secure manner to protect the privacy of all individuals.

### 6.0 RESPONSIBILITY FOR POLICY ADMINISTRATION

Employee Services

### 7.0 REFERENCES

Recruitment and Selection Policy PS – 024  
Privacy Policy CP-007  
*Personal Information Privacy Act (PIPA)*  
Background Screening Standard Operating Procedure PS-SOP-021

### 8.0 RESCIND DETAIL

None