

STANDARD OPERATIONAL PROCEDURE			
Department	Employee Services	Number	TBD
Subject	Background Screening	First Issued	Feb 1, 2020
		Effective	Feb 1, 2020
Issued to	All Members of the Calgary Stampede	Version	01
Approved by	VP, Employee Services	Next Review	TBD

1.0 PROCEDURE STATEMENT

The Calgary Stampede conducts criminal record checks as a condition of employment or engagement, for all new and returning employees, Program Participants, volunteers and contractors, working in all positions at the Calgary Stampede. Maintaining a satisfactory criminal record is required for the duration of any relationship with the Calgary Stampede.

Additionally, all Members in roles that are identified as a holding a Position of Trust, or authority, or 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, will be subject to a clear Vulnerable Sector Check.

2.0 PROCEDURE 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. In order to protect the safety of the Calgary Stampede's Members, its guests, and the public, the Calgary Stampede has instituted this procedure.

This procedure is intended to provide appropriate screening measures when offering individuals positions as a Calgary Stampede Member. Additionally, this procedure serves to protect the safety and security of minors and vulnerable persons who either participate in the Calgary Stampede as Members or members of the general public.

3.0 SCOPE

The procedure 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 DEFINITIONS

Applicant: An individual who has formally expressed interest in a position through the Calgary Stampede's online recruitment or volunteering portal.

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

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

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.

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

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 PROCEDURE DETAILS

5.1 External Applicants

- 5.1.1 A successful Criminal Record Check is a condition of employment/placement for all persons 18 years of age and older, entering all positions at the Calgary Stampede.
- 5.1.2 All employment and volunteer postings will state that 'a successful Criminal Record Check is a requirement of this position'. By applying to this position, the Applicant understands that they will be asked to provide consent for a Criminal Record Check if successful in their application.
- 5.1.3 Employment and volunteer postings for Positions of Trust will state that 'a successful Vulnerable Sector Check is a requirement of this position'. By applying for these positions, Applicants understand that they will be asked to provide consent for a Vulnerable Sector Check if successful in their application.

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- 5.1.4 All successful Applicants in the recruitment phase will be notified of the requirement to participate in the Background Screening process. An acceptable completed Background Screening is a condition of employment, contract, or agreement and must be completed prior to the Applicant's start date. The Applicant will be asked to consent to the Background Screening. Applicants who refuse to participate in, or consent to, the Background Screening process will be deemed to have withdrawn their application for employment or volunteer consideration.
- 5.1.5 Once a successful Applicant is selected for the position, Employee Services or Volunteer Services initiates the Background Check process.

5.2 Current Members & Internal Applicants

- 5.2.1 Periodically, the Calgary Stampede may ask current Members to complete a Background Check. All Members understand that they will be asked to provide consent for a Background Check as a condition of employment or volunteering.
- 5.2.2 Any Member applying for a new position or a transfer can expect to provide an updated Background Check.
- 5.2.3 Any Member in a Position of Trust will be required to provide an updated Background Check every 24 months

5.3 Background Checks

- 5.3.1 An Employee Services or Volunteer Services representative will initiate the Criminal Record Check through an external service provider by sending an electronic invitation directly to the email account provided by the Applicant.
- 5.3.2 Applicants will access the Service Providers' website via a hyperlink provided in the email and follow the instructions provided online to complete the process.
- 5.3.3 Background Check results will be delivered directly via email notification to the Calgary Stampede employee who initiated the request.
- 5.3.4 Employee Services or Volunteer Services will review the results.

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- 5.3.5 Employee Services or Volunteer Services will track the results and identify if the results are clear, require more information, or require internal assessment.
- 5.3.6 If the Criminal Record Check is **CLEAR** for an employee, the Recruiter will notify the hiring manager and an offer will be extended to the Applicant.
- 5.3.7 If the Criminal Record Check is **CLEAR** for a volunteer, Volunteer Services will notify the appropriate committee representative.
- 5.3.8 In cases where the Background Screening is returned as **NOT CLEAR**, Employee Services or Volunteer Services will notify the Applicant that a criminal record is not necessarily a barrier to obtaining a position with the Calgary Stampede. Employee Services or Volunteer Services will work with the Applicant to understand the offenses, circumstances and determine relevancy to the role. If the Applicant no longer wishes to be considered for a role, he or she may withdraw their application and no additional actions will be undertaken.
- 5.3.9 The Employee Services or Volunteer Services representative will review the results with the Director, Employee Services or Director, Volunteer Services, or a member of the Executive Management Team. A decision will be made as to whether or not the criminal record is related to, and a concern of, the organization. The following information will be considered when making a decision:
- Conviction type relative to the position – are there any concerns related to the role applied for
 - Conviction type and potential impact to the reputation of the Calgary Stampede
 - Identify if the behaviour is a threat to the Stampede’s ability to carry on its business safely and efficiently
 - Age of Applicant at the time of the offence
 - Nature of the offence and any relevant details
 - Extenuating circumstances
 - Elapsed time between conviction and the application
 - Employment history of the individual concerned
 - Evidence of rehabilitation

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5.3.10 Reimbursements will not be provided without receiving the Background Check results. Reimbursements will be made on an employee's first pay or to volunteers within one month. If the result is not clear and the Calgary Stampede does not proceed with an offer, the Applicant will be mailed a cheque for reimbursement.

5.4 Self-Disclosure

- 5.4.1 When a Member needs to disclose any relevant criminal charges not previously identified through a Background Check, the Member should contact The Director, Employee Services, Director Volunteer Services, or the Contractor contact as soon as is reasonably possible and no later than seven days following the charge.
- 5.4.2 The Member should provide this disclosure in writing providing the details of the criminal charges.
- 5.4.3 The Director, Employee Services or the Director, Volunteer Services will review the results. A decision will be made as to whether or not the criminal charge is related to, and a concern of, the organization and what action, if any, should be taken as a result.

6.0 RESPONSIBILITY FOR PROCEDURE ADMINISTRATION

Criminal Record Checks and Vulnerable Sector Checks will be administered by Employee Services, working in conjunction with each department. Employee Services and Volunteer Services will be responsible for documenting and maintaining all Background Screening documentation. Any such information is subject to the Calgary Stampede's Privacy Policy

7.0 REFERENCES

Alberta Employment Standards Code

Alberta Human Rights Act

Employment Confirmation and References PS – 008

Recruitment and Selection PS – 024

Privacy Policy CP-007

Alberta Personal Information Privacy Act

Alberta Justice and Solicitor General – Security Licencing Requirements

8.0 RESCIND DETAIL