



Policy Name:	BACKGROUND CHECK POLICY	
Created:	May 26, 2015	Updated: November 20, 2020

Purpose

The purpose of the Background Check is to enable MHS to exercise due diligence when placing individuals into positions of trust. Applicants who receive an offer of employment from MHS will be required to undergo a Background Check conducted by an MHS third party provider.

Objective

A background check is a final step taken by MHS to help ensure a sound hiring decision and protect MHS from a number of potential risks (i.e. security, financial, etc). The objective of a background check is to verify claims made by job applicants during the hiring process.

Screening

Background Check screening will include, but is not limited to, verification of previous addresses, and a criminal record check – a search for convictions, penalties, or outstanding charges.

Background Checks *may* also require additional verification of information provided in a candidate's application for employment, resume, or other forms used in the hiring a process, such as professional/educational verification checks. Additional checks (i.e. a driving record or credit/financial checks) may be conducted if deemed necessary by MHS and subject to its sole discretion.

If an employee has had a background check completed previously by MHS, it is not necessary to complete a new check should they move into another identified position with substantially similar duties and risk factors as the previous position. Should an employee move into another position of increased corporate responsibility with substantially different duties and risk factors, additional checks may be deemed necessary prior to MHS approval of the proposed position change.

Confidentiality of Information

Personal information is very sensitive and carries a burden of ownership. Individual's privacy is protected by secure online submissions and only MHS designated persons who have direct responsibility in the hiring process may have access to a potential candidates' sensitive information.

To ensure privacy, all pre-employment background screenings are conducted by a third party. All background checks and results are conducted in strict conformity with the Consumer Reporting Act, Personal Information Protection and Electronic Documents Act (PIPEDA), and all provincial and federal anti-discrimination and privacy laws. All reports are kept strictly confidential and will only be used for the intended purpose of reviewing potential candidacy for an MHS position of employment.

Offers of Employment

Offers of employment are conditional upon receipt of a pre-employment background check screening investigation that is acceptable to MHS in its sole discretion.

Any applicant who refuses to sign a Background Screening Release Form will not be eligible for employment. An applicant shall not commence employment until a completed background check has been reviewed and approved by MHS.

Background Check Results

If background check results are returned unfavorable, the HR Designate will closely review the results in view of MHS Company Policy. Unfavourable results do not necessarily automatically disqualify an applicant

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Comentado [CR1]: @Marion Salmon another one for your review and approval to make customer facing.

Comentado [MS2R1]: @Claudia Roy Hi Claudia - no changes, good to go as-is

Comentado [3R1]: Reviewed, no changes/good to go as-is Marion

Comentado [CR4R1]: Great thank you!



from a position or employment. The HR Designate will assess each situation to decide whether the unfavourable result is related to the position for which the individual is applying, or would present safety or security risks, taking into account the nature and gravity of the act, the nature of the position and the age of the unfavourable result.

Once a decision has been made, the HR Designate will indicate the background check results as “no risk” (job offer stands) or “risk to employment” (offer of employment is void).

Should MHS deem it necessary to rescind any offer of employment, the applicant will be formally notified in writing.

Misrepresentations and Falsifications

MHS relies upon the accuracy of information contained in the employment application as well as the accuracy of other data presented throughout the hiring process and employment, including any oral interviews.

Any misrepresentations, falsifications or material omissions in any of the information or data, no matter when discovered, may result in an offer of employment being rescinded and exclusion of the individual from further consideration for employment or, if the individual has been hired, termination of employment.

Changes in Status

MHS employees whose status may have changed (i.e. charged with or convicted of an offence) are required to notify Human Resources immediately of such change in status.

It is at the discretion of MHS to make the determination on whether another background check will be performed, whether or not the change in status increases risk to MHS, and whether the change in status will affect the employment of the individual.



DOCUMENT INFORMATION

Document Revision History

Ver. No.	Ver. Date	Prepared By	Approved By	Affected Section & Summary of Change
1.0	May 26, 2015			Initial Draft
1.1	Nov 10, 2020			Procedure separated
1.2	Nov 20, 2020			Review & updated for current structure and process

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