



Procedure Name:	<b>BACKGROUND CHECK PROCEDURE</b>	
Created:	May 26, 2015	Updated: November 20, 2020

**Comentado [CR1]:** @Marion Salmon my apologies as this is the corresponding procedure that compliments the Background check policy and should be part of the same document.  
Can I ask you have a read through to confirm all is accurate?

**Comentado [MS2R1]:** @Claudia Roy HI Claudia - yes, this is still correct and accurately reflects our proceses.

**Comentado [CR3R1]:** Beautiful, Thank you!

The following procedure must be followed when performing a background check:

1. As soon a candidate is selected for hire, the HR Designate will issue an MHS offer of employment containing the following clause:

**Pre-Employment Conditions**

*You must sign and return this Employment Agreement prior to your Start Date failing which you will not be permitted to commence work.*

*This offer of employment and your continued employment is contingent upon completion of various background checks which may include one or all of the following within the sole and absolute discretion of the Company: education, work, criminal, and credit.*

*The Company reserves the right to require you to undergo the background checks at any point during your employment with the Company should it be required for your position.*

*In the event that you refuse to consent to such background checks or the results from such background checks are not satisfactory to the Company, this offer of employment may be revoked and/or your employment may be terminated in accordance with the terms of this Employment Agreement.*

*You will receive an invitation to undergo a background check from MHS' third party background check provider ("BC Provider") within the next two days.*

2. Immediately upon the issuance of an offer of employment, the HR Designate will advise the BC Provider of the name and email address of the MHS job candidate.
3. The BC Provider will initiate a name-based background check.
4. An email will be auto generated from the BC Provider to the candidate inviting the applicant to complete the online Authorization Form.
5. The candidate will complete the online Authorization Form and provide the requested information. Note that some areas of the background check are timed so as to verify identity.
6. The background check will be performed by the BC Provider and results returned to MHS as follows:
  - a. Clear
  - b. Not Clear/Accurate
  - c. Not Clear/Inaccurate
  - d. Defer to local police, candidate notified
    - i. May have 1 or more multiple convictions
    - ii. Re-check or zero-in. Candidate given a second chance to declare.
  - e. Questionable – The name and date of birth is the same or similar to another person with the same name and date of birth.
7. Once results are deemed satisfactory, the HR Designate will approve the offer of employment.



8. If the results are not deemed satisfactory and considered high risk, the HR Designate will rescind the offer of employment and notify the candidate in writing.
9. If an employee in a designated position who has previously received a clear result is later involved in criminal activity, they must immediately notify the HR Department. MHS will determine, in its sole discretion, whether such activity increases risk to MHS and makes the employee ineligible to continue to work in their corresponding position.

**DOCUMENT INFORMATION****Document Revision History**

<b>Ver. No.</b>	<b>Ver. Date</b>	<b>Prepared By</b>	<b>Approved By</b>	<b>Affected Section &amp; Summary of Change</b>
1.0	May 26, 2015			Initial Draft
1.1	Nov 10, 2020			Split from Policy document
1.2	Nov 20, 2020			Review and updated.