

<b>TITLE:</b>	Criminal Reference Checks/Disclosure of Criminal Convictions		
<b>Manual/Policy#:</b>	MRHA Boards of Directors # V-B-7	<b>Entity:</b>	AGH / CPDMH
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### 1. POLICY STATEMENT

In fulfilling its responsibilities to (i) provide a safe environment for patients, residents, staff, medical staff, volunteers and visitors and (ii) safeguard the assets of the organization, one of which is its reputation, the Allied Boards of the Almonte General Hospital Corporation and the Carleton Place & District Memorial Hospital Corporation (“the Corporations”) will take all reasonable precautions to ensure that individuals are not recruited and retained as volunteer Directors who pose a threat to the wellbeing of people or the Corporations. Directors of the Allied Boards are required to undergo a Vulnerable Sector Service Check prior to joining the Allied Boards and to affirm that they have not been found guilty of any infractions to the Criminal Code of Canada annually thereafter.

### 2. SCOPE

This policy applies to all Directors of the Allied Boards and anyone wishing or appointed to join the Allied Boards.

### 3. GUIDING PRINCIPLES

N/A

### 4. DEFINITIONS

**Criminal Conviction** - Where the Court has made a finding and a Criminal conviction has been made and a pardon has not subsequently been obtained.

### 5. PROCEDURE

#### **New Directors**

All prospective Directors must provide a copy of a certified Vulnerable Sector Criminal Reference Check (VSCRC) or provide a copy of a VSCRC that was completed for other purposes within the past six months. Verification of the individual’s status relative to Criminal Convictions must take place before they are elected or appointed to the Allied Boards of Directors.

Identification of criminal convictions will not be automatic grounds for refusal of election or appointment to the Boards. The particulars of the conviction will be reviewed by the

Allied Boards Governance Committee in light of the Allied Boards Roles and Responsibilities policy, the Allied Boards appetite for reputational risk and the access to people, information and facilities granted by virtue of an individual's position on the Allied Boards.

The results of the assessment and decision made relative to election or appointment to the Allied Boards will be communicated to the individual.

In the event that the Allied Boards Governance Committee chooses to recommend an individual with a criminal conviction to the Allied Boards for election or appointment, the fact of the specific infraction will be shared with the Allied Boards at an in camera meeting prior to the individual's election or appointment.

Responsibility for the election of Directors rests with the Members of the Corporations. Responsibility for the appointment of Honourary Directors rests with the Allied Boards. As such, recommendation by the Allied Boards Governance Committee does not guarantee election or appointment to the Allied Boards.

VSCRCs conducted for the purposes of employment or appointment to the medical staffs of the Corporations on behalf of an employee or physician appointed to the Allied Boards will be sufficient for the purpose of this policy.

It is the responsibility of the prospective Allied Boards Director to obtain the VSCRC. The Corporations will provide any documentation required to support the request for a VSCRC and will pay for any cost associated with obtaining a VSCRC for the purpose of joining the Allied Boards.

### **Current Directors**

Any Director serving on the Allied Boards on the date this policy comes into effect will be required to obtain a VSCRC.

Thereafter, all Directors continuing to serve on the Allied Boards including Directors who join the Allied Boards after the effective date of this policy will be required to sign the Allied Boards of Directors Annual Self-Declaration Form Criminal Reference Check (provided by the Office of the CEO) declaring their status relative to any current criminal convictions.

Notwithstanding the annual declaration process, Directors are expected to disclose any new convictions on a timely basis that would have or could be perceived as having a bearing on their status as a Director. Since the relevance of the criminal convictions to the Allied Boards may be subjective, Directors are advised to seek guidance from the Allied Boards Chair of the Governance Committee or the Integrated President & CEO if they are unsure as to whether they should report.

Identification of criminal convictions will not be automatic grounds for dismissal from or refusal of election or appointment to the Allied Boards. The particulars of the conviction will be reviewed by the Allied Boards Governance Committee in light of the Allied Boards Roles and Responsibilities policy, the Allied Boards appetite for reputational risk and the access to people, information and facilities granted by virtue of an individual's position on the Allied Boards.

The Allied Boards Governance Committee will disclose the fact of the specific infraction to the Allied Boards at the next Allied Boards meeting.

The results of the assessment and decision made relative to recommending the Director's current and future membership to the Allied Boards will be communicated to the individual.

Removal of a Director and appointment of Honourary Directors are the responsibility of the Allied Boards. Responsibility for the election of Directors rests with the Members of the Corporations. As such, recommendation by the Allied Boards Governance Committee does not guarantee that a Director will be retained or removed from the Allied Boards or that they will be re-elected or re-appointed.

Directors should be aware that failure to disclose relevant convictions will be treated as a breach of the Code of Conduct which will be dealt with by the Allied Boards Governance Committee and could result in removal from the Allied Boards depending on the circumstances.

Declarations made in the course of employee-related procedures or re-appointment to the medical staff of the Corporations by an employee or physician appointed to the Allied Boards will be sufficient for the purpose of this policy.

## **6. REFERENCES**

MRHA Board of Directors Policy V-A-1 Board Roles and Responsibilities

MRHA Board of Directors Policy V-A-2 Code of Conduct

## **7. APPENDICES**

N/A

## **Evaluation**

This policy will be reviewed every two years.

*\*\* Updated version in Draft for Board approval in May*