



TITLE:	Criminal Reference Checks/Disclosure of Criminal Convictions		
Manual/Policy#:	Board of Directors # V-B-7	Division:	AGH/ FVM/ LCPS
Original Issue:	April 2015	Issued by:	Board Chair and Board Secretary
Previous Date Reviewed:	April 2015	Approved by:	Board of Directors
Last Date Reviewed:	March 2017	Cross Reference(s):	

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 Board 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 organization. Board Directors are required to undergo a Vulnerable Sector Service Check prior to joining the Board 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 members of the Board of Directors and anyone wishing or appointed to join the Board.

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 Board of Directors.

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

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

In the event that the Governance Committee chooses to recommend an individual with a criminal conviction to the Board for election or appointment, the fact of the specific infraction will be shared with the Board 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 Almonte General Hospital Corporation. Responsibility for the appointment of Honourary Directors rests with the Board of Directors. As such, recommendation by the Governance Committee does not guarantee election or appointment to the Board.

VSCRCs conducted for the purposes of employment or appointment to the medical staff of Almonte General Hospital on behalf of an employee or physician appointed to the Board will be sufficient for the purpose of this policy.

It is the responsibility of the prospective Board member to obtain the VSCRC. The Hospital 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 Board.

Current Directors

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

Thereafter, all Directors continuing to serve on the Board including Directors who join the Board after the effective date of this policy will be required to sign an annual declaration of 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 Board of Directors may be subjective, Directors are advised to seek guidance from the Chair of the Governance Committee or the 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 Board. The particulars of the conviction will be reviewed by the Governance Committee in light of the Board Roles and Responsibilities policy, the Board's appetite for reputational risk and the access to people, information and facilities granted by virtue of an individual's position on the Board.

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

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

Removal of a Director and appointment of Honourary Directors are the responsibility of the Board. Responsibility for the election of Directors rests with the Members of the Almonte General Hospital Corporation. As such, recommendation by the Governance Committee does not guarantee that a Director will be retained or removed from the Board or that he/she 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 Governance Committee and could result in removal from the Board depending on the circumstances.

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

6. REFERENCES

Almonte General Hospital Board of Directors Policy V-A-1 Board Roles and Responsibilities

Almonte General Hospital Board of Directors Policy V-A-2 Code of Conduct

Almonte General Hospital Administration Manual Policy E 10-03 Criminal Reference Checks/Disclosure of Criminal Convictions

7. APPENDICES

Board of Directors Annual Self-Declaration Form Criminal Reference Check

Evaluation

This policy will be reviewed every two years.



Board of Directors
Annual Self-Declaration Form
Criminal Reference Check

Please print:

I, _____

Do solemnly swear:

I have not been found guilty of any infractions to the Criminal Code of Canada since joining the Almonte General Hospital Board of Directors.

Since joining the Almonte General Hospital Board of Directors, I have been found guilty of the following infraction(s) to the Criminal Code of Canada:

Table with 3 columns: Infraction(s) Tribunal, Date, Location of. Includes three rows of blank lines for data entry.

In order to satisfy all requirements of the Hospital, I am aware and understand that I must declare all declarations of guilt in regards to any infractions that I have committed against the Criminal Code of Canada, regardless of the date, the seriousness and the surrounding context. Consequently, I swear that the above information is exact and complete.

Signature

Date of Signature

confidence, or obtained with the expectation of confidence. Although the right to privacy is at the forefront of this legislation, there may be circumstances where information collected is subject to disclosure under FIPPA.