

*The Board of Governors on February 27, 2009 approved the recommendations embodied in this report.*

February 9, 2009

To: The Board of Governors of Exhibition Place  
From: Dianne Young  
Chief Executive Officer  
Subject: **Police Background Check Policy**

**ACTION REQUIRED**

**Summary:**

This report provides an overview with respect to the current practice for police background checks for persons applying for positions at the CNE and request approval of the attached proposed policy which provides for pre-employment Police background checks for persons who are applying for positions that involve cash handling or care of children.

**Recommendation:**

**It is recommended that the policy attached as Appendix “A” on Police Background Checks be approved by the Board.**

**Financial Impact:**

There are no financial implications to this report.

**Decision History:**

At its meeting of November 3, 2006, the Board approved on the human resources policies for Exhibition Place. The attached policy will, once approved, be part of the Exhibition Place Human Resources Policies.

**Issue Background:**

For the past two years discussions between Human Resources and the CNE’s Visitor Services group have taken place regarding the implications of requesting Police background checks for the 18-day employees that oversee the Found Children’s area and for those that are employed as Ticket Sellers and / or cash handlers. In 2007 there was a specific incident involving a CNE worker who was on probation and restricted from working with minors under the age of 18 and with respect to the cash-handling operations, there continues to be incidents of theft by staff hired for the 18-days of the CNE.

**Comments:**

We strive to ensure that our hiring practices exceed all relevant legislation as it relates to Human Resources policies and procedures and that each employee is treated fairly, equitably and with dignity. Human Resources concur with the Police background checks being conducted with respect to the 18-day Found Children Attendants and Ticket Sellers / Cash Handlers. However, in addition, there are other year-round positions such as Parking ticket sellers and Exhibitor Service Representatives that are also required to handle cash or electronic transactions and should also be subjected to a police background check as part of their pre-employment screening.



# Exhibition Place

<b>FORMERLY CALLED:</b>	<b>N/A</b>
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<b>Feb</b>	<b>27</b>	<b>2009</b>

SUPERCEDES POLICY		

PAGE		
<b>1</b>	<b>of</b>	<b>1</b>

Exhibition Place has the responsibility to ensure a safe and secure environment for its employees and visitors to the site.

Exhibition Place has identified a number of positions including but not limited to: Found Children Attendants who are required to care for unsupervised children, Exhibitor Services Representatives and Ticket Sellers / cash handlers that require incumbents to handle cash related transactions and / or electronic cash related transfers and transactions.

Effective March 1, 2009, the criteria for these positions as it relates to newly hired employees only will be amended to include the requirement of a police background check. The requirement of a police background check will be duly noted on job postings where applicable.

The purpose of the check is to determine the suitability of the candidate with respect to their honesty and integrity.

The police background check forms part of Exhibition Place's screening process that includes other methods of assessing appropriateness such as interviews and reference checks.

A police background check will not be requested until the employer has decided that the candidate is suitable for the position and an offer of employment has been made. The offer of employment is conditional until a satisfactory police background check has been provided.

New employees in those positions identified will be required to provide, at their own expense and prior to their start date, an original police background check. Exhibition Place shall retain the original police background check and will ensure documentation is filed in a secure location.