

## 1. Police Check Policy

## 2. Values Statement

RedR Australia (“RedR”) is guided by its values of accountability, integrity, empathy, and collaboration. The Police Check has a key role in ensuring a safe and productive work place.

## 3. Purpose

The purpose of this policy is to provide a framework for the conducting of a police check.

## 4. Scope

This policy applies to:

- A. All employees, volunteers, contractors and interns/work placements of RedR,
- B. Associate trainers,
- C. RedR deployees, and
- D. Roster members.

## 5. Policy Statement and Principles

In conducting a police check, RedR Australia (RedR) is demonstrating due diligence to ensuring a safe and productive workplace. Police checks are to be conducted for all persons who enter into the RedR Australia workforce, including staff, deployees, volunteers, interns, and Associate Trainers.

RedR has engaged Fit2Work, an applicant screening service which carries out national police checks (including a vulnerable person check) and international police checks

- RedR encourages an environment which will foster an open and honest exchange of criminal record information between RedR and job applicant or RedR personnel.
- RedR will not discriminate on the grounds of a criminal record when making a decision. However, it is not discrimination if the person’s criminal record means that they are unable to perform the inherent requirements of the particular job.
- All authorised officers must undergo a police check. This is to ensure privacy and protection of the individuals who are being checked, as well as the authorized officer whose account is being used. Authorised officers of each function will process the following personnel:
  - Human Resources – staff, interns, board
  - International Response – roster members, deployees
  - Training – Associate Trainers, volunteers
- Criminal record checks should only be conducted with the consent of the job applicant or current employee. All roles recruited by RedR Australia required a police check, and this needs to be included in all advertisements and job offers.
- If the RedR employee or applicant has not resided in Australia for 12 months or more, RedR will request an international police clearance from the country of citizenship, or other suitable records/documentation. Additionally, if the employee or applicant has spent more than 12 months in any country outside of Australia in the last five years, RedR will obtain a police check from that country or countries.
- All personnel within the scope of this policy must undertake a police check prior to commencement and every 3 years thereafter.
- RedR will accept a national police check completed up to 12 months prior however it must be accompanied with a vulnerable person check or Working with Children’s Check.

- Retention of information
  - Police Checks will be stored in a private and confidential manner on the relevant personnel file.
- Disclosure of information
  - An individual may request a copy of their police check.
  - All personal information, including the national police check report, is not provided to third parties (all parties outside of the organisation, unless written consent is obtained from the applicant).

## 6. Procedures

An offer of employment is always offered as subject to a satisfactory police check. In the circumstances that a police check goes into manual processing, a signed statutory declaration is considered as an acceptable document to not delay the commencement date. In the instance that a disclosable outcome arises, the below procedure must be followed.

### When a disclosable outcome arises

- The authorised officer will notify the relevant Director. All parties to maintain confidentiality regarding the disclosable offence.
- RedR will give the job applicant or employee a chance to provide further information about their criminal record including, if they wish, details of the conviction or offence, the circumstances surrounding the offence, character references or other information, before determining the appropriate outcome in each case.
- In determining if a criminal record information is relevant, the following will be considered:
  - The relevance of the police results to the inherent requirements of the work they will be required to do
  - The seriousness of the conviction or offence
  - The severity of any penalty imposed
  - Whether the offence has been decriminalised or removed from the statutes
  - Whether in relation to the offence there was a finding of guilt but without conviction, which may generally indicate a less serious view of the offence by the courts
  - The age of the applicant when the offence occurred
  - The period of time that has elapsed since the offence took place
  - Whether the applicant had a pattern of offences
  - The circumstances in which the offence took place
  - Whether the applicants circumstances have changed since the offence was committed, for example, previous drug use
  - The attitude of the applicant to their previous offending behaviour
  - Any conflict of interest
  - Compromise of health and safety of self and/or others

Criminal offence of concern include the following:

- Murder or sexual assault
  - Any other form of assault
  - Any offence involving harm or exploitation of vulnerable people
  - Any serious alcohol or drug related offences that indicate a pattern of dependence
  - Drug trafficking
  - Any offence involving dishonestly
  - Terrorism
- If RedR determines that the criminal record or offence does not meet the inherent requirements of the role, feedback will be provided to the individual.
  - If RedR determines that the criminal record or offence will not impact on the inherent requirements of the role and is satisfied with the matter, RedR will make a file note to

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confirm a police check was conducted and disclosable outcome/s has been assessed against RedR's criterion.

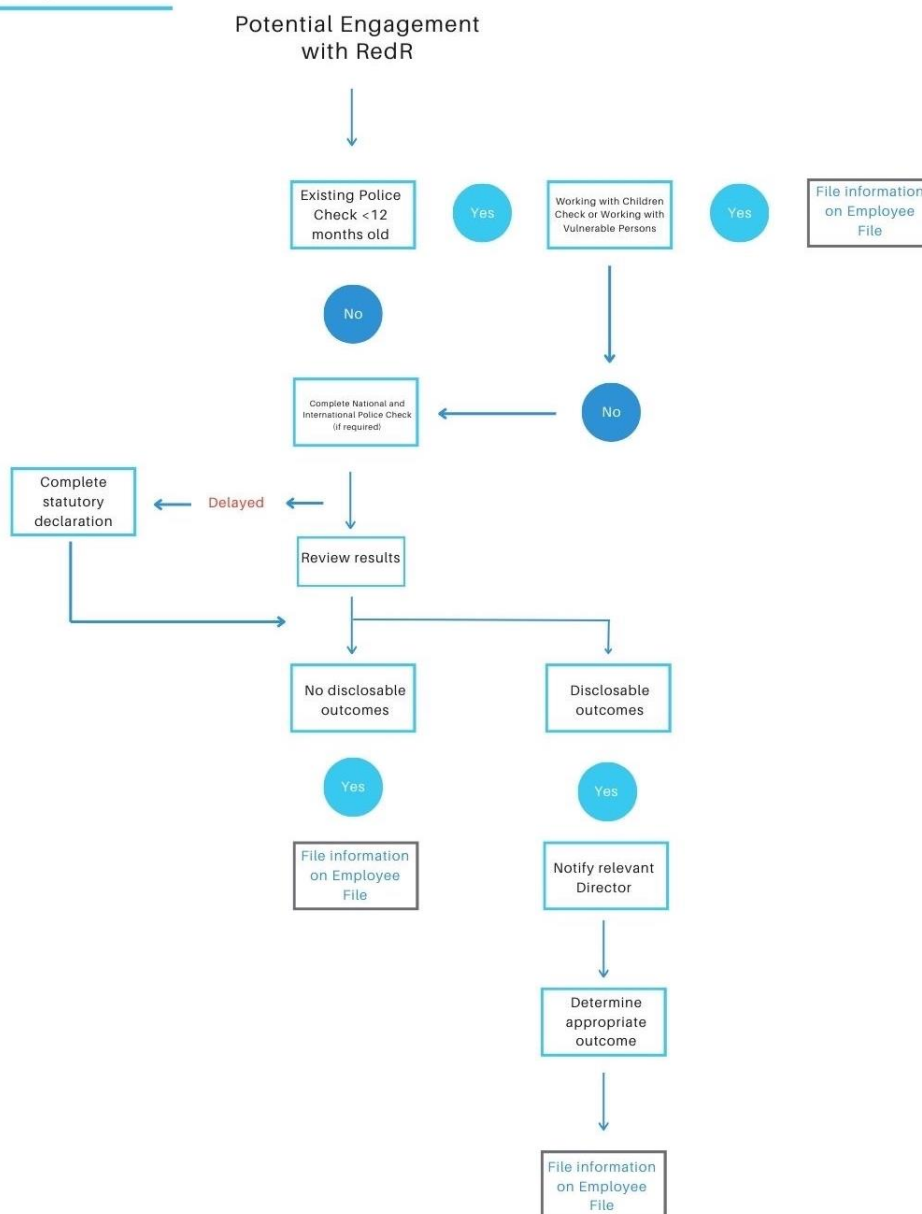
## 7. Roles and Responsibilities

The RedR People and Capability Manager is responsible for ensuring the policy:

- Aligns with relevant legislation, government policy and / or RedR requirements/strategies/values,
- Is implemented and monitored, and
- Is reviewed to evaluate its continuing effectiveness

## 8. Flow Chart

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## 9. Definitions

Not Required

## 10. Related Policies and Documents

- Human Rights and Equal Opportunity Commission – ‘On the Record: Guidelines for the prevention of discrimination in employment on the basis of a criminal record’
- Fit2Work – User Guide
- Privacy Act 1988 (Cth)
- Australian Human Rights Commission Act 1986 (Cth)
- RedR Child Protection Policy
- RedR Anti-Discrimination, Anti-Harassment, and Anti-Bullying Policy

## 11. Document Control

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