

**Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
Human Resource
Policy/Procedure**

Criminal Records Check

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: April 30, 2015 (R)

DISTRIBUTION: Employees

Policy:

All employees, board members and volunteer tutors of Atikokan Literacy Incorporated are required to have a criminal record check done every three (3) years. The cost of this check will be covered by Atikokan Literacy Incorporated.

Procedure:

1. Every employee, board member, and volunteer tutors are required to obtain and complete a criminal record check.
2. The criminal record check is stored in the appropriate Personnel File by the Executive Director.