

# SCREENING POLICY

*This is a translation of the original French document. In case of divergence of interpretation, the French text shall prevail over the English text.*



## 1. Preamble

The Québec Golf Federation ("Golf Québec") is a non-profit organization dedicated to the game of golf. It is not immune and may be confronted with situations where members of its staff or volunteers may be implicated in cases of sexual assault, fraud, acts of violence or any other offence. To protect the interests and integrity of Vulnerable Persons, Golf Québec has established this Screening Policy ("the Policy").

Golf Québec must

- a) Take the steps that are necessary for ensuring the health, safety, and well-being of its members.
- b) Take the necessary measures to protect its members and those taking part in its programs, activities, and events who may be considered vulnerable, in a safe and secure environment.

## 2. Definition

**"Criminal Record"** means: Criminal or penal offences for which a person has been convicted, unless a pardon has been obtained, including proceedings still pending for a criminal or penal offence.

**"Vulnerable Persons"** means persons who, because of their age (under 18), disability or other temporary or permanent circumstances, are either in a position of dependence on others or are at greater risk of abuse or aggression than the general population from a person in a position of authority or trust over them.

## 3. Application

All Golf Québec staff members and volunteers working directly with Vulnerable Persons must agree to have a Criminal Record check performed in accordance with the Policy.

## 4. Procedure and Frequency of the Screening

4.1. Criminal Record checks are carried out as required when first applying for employment, collaboration, or affiliation with Golf Québec. However, all staff members and volunteers working directly with Vulnerable Persons are required to undergo a Criminal Record check.

4.2. Verification is done as needed. However, for all staff members or volunteers working directly with Vulnerable Persons will be systematically redone every two (2) years.

4.3. Persons subject to a Criminal Record check must complete and sign the form provided for this purpose. A copy of the completed form and the result of the Criminal Record check

is placed in the person's file. This file is kept in an appropriate location to which access is restricted.

4.4 Anyone subject to a Criminal Record check must also declare any changes that may occur in his or her Criminal Record in accordance with the Policy by contacting the Executive Director. In such cases, Golf Québec will require a declaration of Criminal Record from the person concerned and will have this declaration verified.

4.5. When it is brought to the attention of Golf Québec that a staff member or volunteer is subject to legal proceedings, the Executive Director or the Board of Directors, as the case may be, will take the necessary measures, including suspension with or without pay, for the duration of the analysis of the situation, until a final decision is reached.

## **5. Confidentiality**

5.1 Personal information obtained during a Criminal Record check is processed in accordance with applicable law and is used solely for the purpose of determining a member's affiliation or the continuation of a person's employment or volunteer status. In all other circumstances, the consent of the person concerned is required before this information can be communicated to anyone else.