



September 13, 2011

Memo to all Employees

Re: Criminal Record Checks

The Association wants and needs to provide a safe and secure environment for all people who use the services of the Association. It is important that the Association can demonstrate to the people using the service that the Association has taken as many precautions as it can.

As a result, all employees of the Association must provide a Vulnerable Persons Criminal Record Check (CRC) by **December 15, 2011**. New employees are required to provide the CRC prior to working one-to-one with a person using services.

Employees who have submitted a CRC dated on or after June 15, 2011 are not required to provide a new CRC at this time.

Forms are available from your team leader. You will be reimbursed for this cost (\$25 from OPP).

If you have any questions, please contact me at 519-284-1400 x 225.

Thank you!

Marg McLean