



YOUR HEALTHY CHOICE AMBASSADOR

MJKO POLICY ON SCREENING OF VOLUNTEERS

Screening of staff and volunteers is an important part of providing a safe environment to minors, youth and vulnerable persons who participate in any way in the delivery of MJKO programs and services.

Confidentiality

MJKO will keep all information provided as part of the police record check (“PRC”) including the results of all PRCs confidential and in accordance with this policy.

Who is Required to Obtain a PRC

MJKO members (staff, volunteers, board members) working directly with youth (under 18 years old) are required to undergo PRC screening. This is particularly important for those who work directly or closely with any minors or vulnerable persons or who occupy a position of trust and authority within MJKO. Notwithstanding the foregoing, the board of directors of MJKO (the “Board”) may consider exempting a MJKO member from such screening in extraordinary circumstances and only upon recommendation from the Executive Director.

This is particularly important for those who work directly or closely with any minors or vulnerable persons or who occupy a position of trust and authority within MJKO. Notwithstanding the foregoing, the board of directors of MJKO (the “Board”) may consider exempting a MJKO member from such screening in extraordinary circumstances and only upon recommendation from the Executive Director.

PRC Screening Process

1. Volunteers who have submitted a MJKO application form and have successfully completed the interview process with a member of the Board or Executive Director, are generally expected to be asked to:
 - obtain, at his/her cost, a PRC from his/her local police station; and
2. If a PRC and screening disclosure form are not received within **[4]** months after the receipt of the application form, MJKO shall have the right to deem that such application has been abandoned by the volunteer.
3. Prior to receipt of the results of the PRC of the volunteer, the volunteer may be permitted to volunteer in a capacity as approved by the Executive Director and/or the Board.

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4. Generally, any volunteer will not be permitted to work with minors or vulnerable individuals whose PRC results indicate that he/she has been convicted of any of the offenses (the “Offences”):
 - in the last 5 years of any violation involving:
 - the use of a motor vehicle, including but not limited to impaired driving;
 - trafficking and/or possession of a controlled drug and/or substances as defined in the Canadian Anti-Doping Policy, the Controlled Drugs and Substances Act; or
 - conduct against public morals.
 - any act involving theft or fraud.
 - in the last 10 years of any act involving:
 - violence including but not limited to, all forms of assault; or
 - a minor or minors.
 - at any time involving:
 - the possession, distribution, or sale of any child-related pornography;
 - any act of a sexual nature involving a minor or minors.
5. Notwithstanding a conviction for a relevant offence, a person may be permitted to volunteer for a particular position in a designated category without adversely affecting the safety of a participant or a member of MJKO through the imposition of such terms and conditions as are deemed appropriate by the Board and the Board may then approve such person’s participation as a volunteer. In such event, the reasons for such decision will be recorded in writing in the board meeting minutes and approved by the Board.
6. Each volunteer is expected to provide immediate notice to the Executive Director if he/she subsequently receives a conviction for, or is found guilty of, any of the Offences. Failure to do so or providing false or misleading information to MJKO may result in immediate removal as a volunteer and/or further action by MJKO.
7. Individuals in designated categories who have been deemed eligible for a volunteer or will be requested to resubmit an up-to-date PRC and Screening Disclosure Form every **[three]** years.
8. The Executive Director along with one or more members of the Board shall be responsible for reviewing PRCs of volunteers in accordance with this policy and to bring to the attention of the full Board and/or external advisors to the extent any issues arise in connection this policy.

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9. The volunteer shall be notified of the decision on acceptance to be a volunteer subsequent to the completion of the PRC process. Such decision is final and binding.

10. It is MJKO's policy to retain copies of PRCs in a secure filing cabinet. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

11. Any individual may re-apply or a staff or volunteer position with MJKO at any point in the future, at which time, such individual would re-start his/her application process including submitting a new PRC and Screening Disclosure Form.

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