



Title:

Number: **A 6**

HUMAN RESOURCES

Approval Date: April 16, 2008

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POLICY

Purpose: To describe the principles by which Klinic manages its human resources.

Policy:

Klinic human resource management operates in accordance with the Manitoba Human Rights Code and within the principles of pro-choice, diversity and inclusion, and acceptance and understanding of GLBTT* individuals and cultural differences.

1. Criminal Records Search and Provincial Child Abuse Registry – All new staff shall be required to provide a current criminal records check (within the last 12 months) and a Provincial Child Abuse Registry Check. Direct client service shall not begin until Klinic receives and reviews both the Criminal Records Search and the Provincial Child Abuse Registry Check. Any changes to criminal record or provincial child abuse registry status shall be reported immediately to their Program Director by that individual.
2. Licensing – All staff shall be required to provide proof of licensing, where applicable, prior to the provision of direct client service.
3. Staff Use of Agency Services – No Klinic employee or their family (excluding children able to provide independent informed consent) shall access routine primary/mental health services at Klinic. The Executive Director in consultation with the appropriate Program Director(s), may grant permission in special circumstances.
4. Staff Orientation – All new staff shall receive orientation within the two weeks of their first shift. New staff includes casual staff that become part time staff.
5. Performance Review – All performance reviews shall take place in accordance with the collective agreement or employment contract. Employees not covered by the collective agreement or an employment contract shall be reviewed in accordance with the collective agreement of the similar position.
6. Conflict of Interest – All Klinic staff shall conduct themselves with integrity, impartiality and declare any known conflict of interest.
7. Annual Requirements – Annually all staff shall provide evidence of licensing, and declarations regarding conflict of interest, emergency contacts and routine practises annually to their Program Director. All annual requirements shall be submitted upon renewal or at a predetermined date set by Klinic.
8. Dress and Appearance – At all times staff shall be clean, well groomed and appropriately dressed for the nature of work to be performed.

9. Exit Interview – All staff that leaves Klinik may be requested to complete an exit interview or survey.