FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

<table>
<tr><td rowspan="3">POLICY:

HIRING OUT OF SCOPE EMPLOYEES & MGEU EMPLOYEES</td><td></td><td>POLICY NO: HR-020</td></tr>
<tr><td>DATE Issued:
September 28, 2011</td><td>PREVIOUS POLICY NO/NAME:
Hiring HR03-20</td></tr>
<tr><td>DATE Reviewed:
March 16, 2022</td><td>RELATED DOCUMENTS:
Appendix</td></tr>
<tr><td>APPROVED BY:

Board of Directors</td><td colspan="2">DISTRIBUTION: Human Resources

APPLICATION: Out of Scope & MGEU Employees</td></tr>
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POLICY:
Family Visions Inc. has an obligation to exercise scrupulous fairness in the hiring of all employees and to secure the best suitable personnel.

Family Visions Inc. is committed to selection procedures that are fair, consistent, and in compliance with applicable laws and regulations. There shall be no discrimination of employees or applicants for employment based on race, color, creed, religion, ancestry, national origin, sexual orientation, marital status, economic status, political affiliation, gender or age.

Selection of eligible candidates for MGEU positions will additionally follow guidelines provided in the current MGEU Agreement.

PROCEDURE:
1. Executive Director/designate will post the vacancy both internally and externally. Posting will be available for a minimum of seven calendar days.
2. The Executive Director/designate may either interview all applicants for a position or reduce the applicant pool by screening applications/resumes.
3. Applications including education, prior work experience and listing contact information for referees will be screened according to the qualifications established for the position.
4. No person may be hired into a position without first having been interviewed for the position. Although telephone or video/digital interviews are not prohibited, it is strongly recommended that the candidate meet with the hiring authority before a job offer is made.
5. Interview questions (Appendix) will be asked to each applicant. Questions should seek information related to the applicants' knowledge, skills and ability to perform the job. Interviewers must document applicants' responses to questions to assist with their evaluation of each candidate's qualifications. This information should be retained with other documentation of the selection process.

6. The agency is required to perform a reference check with at least one former supervisor in addition to at minimum two additional referees. Reference materials must be documented and retained.
7. The objective is to engage the best candidate available for each position, taking into consideration the requirements of the position. While a personal relationship with the candidate may serve in some circumstances as a useful recruiting or screening function, this relationship should not be the basis for engagement.
8. All hiring officials shall disclose any personal association they may have with a prospective appointee, which could be seen by an independent observer as creating a potential conflict of interest or as a cause for favorable treatment. In the event the successful candidate is known to the hiring official, both individuals will be required to complete and sign a Family Visions Conflict of Interest Form identifying the relationship.
9. All persons involved in the hiring processes are responsible for ensuring that information concerning candidates which is acquired during the hiring process is held in strict confidence and is shared only with the Board, appropriate staff and/or resource persons. All documents relating to applications for employment, including the application itself are confidential documents.
10. Unsuccessful applicants will be notified by telephone within 24 hours of the position having been offered and accepted by a different applicant. When requested, each unsuccessful candidate will be informed how to prepare differently to seek a similar position in future.
11. The Executive Director/designate will retain all applications and reference materials pertaining to unsuccessful applicants for a period of two months.
12. Members of the same family may apply and be considered for positions if they are the most qualified and there will be no supervisory reporting relationships between them as a result of the hiring. The Board of Directors reserves the right to approve the employment of all such appointments. In the event the successful candidate is related to the supervisor, both individuals will be required to complete and sign a Family Visions Conflict of Interest Form identifying the relationship.
13. In all circumstances where any or all of the candidates for a position may be seen by a reasonable observer to be in a favored position, a selection process, such as an ad hoc committee, should be implemented that will focus on the selection of the most appropriate candidate, regardless of relationship. In this circumstance, employees are required to complete and sign a Family Visions Conflict of Interest Form identifying a real or perceived relationship.
14. Agency employees will adhere to Department of Family Services and Consumer Affairs and governing policies.
15. All employees will be required to provide and maintain a satisfactory Criminal Record Check, Child Abuse Registry Check (if required), Drivers Licence, Drivers Abstract and Vehicle Insurance (Appendix).
16. Only applicants who are legally entitled to work in Canada will be considered for employment.

17. The employer reserves the right to rescind an offer, or to terminate employment if information is misrepresented or omitted from an application or resume or during the interview process.
18. All new and re-hired employees will complete an orientation session.