

Policy for Engaging Responsible People, Staff and Volunteers

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Purpose	The purpose of this policy is to establish clear guidelines for evaluating the suitability of individuals for roles with significant responsibility before their appointment. The policy ensures that appointed individuals possess the necessary skills, qualifications, integrity, and character to fulfill their duties in a manner aligned with the organization's standards and values. This policy applies to all positions of responsibility within the organization, including senior management, department heads, key personnel, and any roles requiring oversight, leadership, or decision-making authority.
Policy	The organization is committed to appointing individuals who demonstrate the highest standards of professional competence, ethical behavior, and leadership. A thorough assessment of each candidate's suitability will be conducted prior to any appointment to ensure that individuals placed in roles of responsibility can effectively manage their duties, protect the organization's reputation, and contribute to its success.
Processes	<p>Suitability Criteria</p> <p>Qualifications and Experience</p> <p>Education: Candidates must meet the minimum educational qualifications relevant to the position they are being considered for.</p> <p>Professional Experience: Candidates should have demonstrated experience in similar roles or fields, with a track record of success that reflects their ability to manage responsibilities effectively.</p> <p>Certifications: Any industry-specific certifications or licenses required for the position must be valid and up to date.</p> <p>Leadership and Management Skills</p> <p>Leadership Abilities: Candidates should exhibit strong leadership qualities, including the ability to inspire teams, make sound decisions, and manage change effectively.</p> <p>Management Skills: Candidates must have proven experience in overseeing teams, projects, or departments, including effective delegation, communication, and conflict resolution skills.</p> <p>Integrity and Ethical Conduct</p> <p>Character Assessment: All candidates must demonstrate a commitment to ethical behavior and integrity. Their past professional and personal conduct should reflect adherence to ethical standards and a commitment to fairness and transparency.</p> <p>Background Checks: Thorough background checks will be conducted to verify the candidate's history, including criminal records, financial standing, and any past involvement in unethical or unlawful activities.</p> <p>Alignment with Organizational Values</p>

Cultural Fit: Candidates must demonstrate alignment with the organization's core values, including respect, accountability, diversity, and a commitment to fostering a positive work environment.

Commitment to Social Responsibility: Candidates should reflect a commitment to corporate social responsibility, including respect for sustainability, diversity, and equitable business practices.

Behavioral Competencies

Decision-Making Ability: The candidate must demonstrate sound judgment and decision-making capabilities, especially under pressure.

Adaptability and Innovation: Candidates should be open to new ideas, possess the ability to adapt to changing circumstances, and demonstrate a proactive approach to problem-solving.

Assessment Process

Interview Process

A structured interview process will be conducted to assess the candidate's qualifications, leadership qualities, and alignment with organizational values. Behavioral-based interviewing techniques will be used to evaluate their past experiences and predict future performance in the role.

Reference Checks

Professional and personal references will be obtained to verify the candidate's experience, work ethic, and suitability for the role. Particular attention will be paid to references from past supervisors or colleagues who can attest to the candidate's leadership, decision-making, and ethical conduct.

Background and Due Diligence Checks

The following background checks may be conducted to ensure the candidate's suitability:

Criminal Background Check: To confirm the absence of any criminal history that would disqualify the candidate.

Credit and Financial History Check: For positions involving financial responsibility, a review of the candidate's financial history will be conducted to ensure sound financial management practices.

Educational and Professional Credentials Verification: To ensure that the candidate's qualifications are accurate and in line with the role's requirements.

Psychometric and Skills Testing

Depending on the role, candidates may undergo psychometric testing to assess their leadership style, cognitive abilities, and suitability for the position's challenges.

Specific technical or skills-based assessments may also be conducted to ensure the candidate has the necessary expertise for the role.

	<p>Probationary Period</p> <p>All appointments to positions of responsibility will be subject to a probationary period, during which the individual's performance, leadership, and adherence to organizational values will be closely monitored. Formal evaluations will be conducted at the end of this period to confirm the suitability of the appointment.</p>
Policy Implementation and assignment of responsibility	All staff, volunteers and Board members are responsible for adhering to this policy

Checklist

1. Candidate Qualification and Experience Check

- Education: Verify that the candidate meets the minimum educational requirements for the role.
- Professional Experience: Ensure the candidate has relevant experience in a similar role or field.
- Certifications: Confirm any required industry-specific certifications or licenses are valid and up to date.

2. Leadership and Management Skills Evaluation

- Leadership Abilities: Evaluate the candidate's leadership qualities during the interview. Do they have a proven ability to inspire and lead teams?
- Management Skills: Confirm the candidate's experience in managing people, projects, or departments, including delegation, communication, and conflict resolution.

3. Integrity and Ethical Conduct Review

- Character Assessment: Assess the candidate's commitment to ethical behavior and integrity through interviews and reference checks.
- Background Check:
 - Criminal Record Check: Verify the absence of any disqualifying criminal history.
 - Financial/Credit History Check (if applicable): Review financial responsibility for roles involving financial oversight.

4. Alignment with Organizational Values

- Cultural Fit: Assess whether the candidate's values align with the organization's core values (e.g., respect, accountability, diversity).
- Commitment to Corporate Social Responsibility: Evaluate the candidate's demonstrated respect for diversity, sustainability, and ethical business practices.

5. Behavioral Competencies Assessment

- Decision-Making Ability: Confirm that the candidate demonstrates sound judgment and decision-making skills.
- Adaptability and Innovation: Evaluate whether the candidate is open to new ideas, able to adapt to change, and proactively solve problems.

6. Reference and Due Diligence Checks

- Reference Checks: Contact at least two professional references to verify the candidate's leadership abilities, ethical conduct, and suitability for the role.
 - Ensure one reference is from a past supervisor.
- Credential Verification: Verify the candidate's educational degrees and any professional certifications or licenses.

7. Testing and Assessments (if applicable)

- Psychometric Testing: Conduct tests to assess leadership style, cognitive abilities, and suitability for the challenges of the role.
- Skills-Based Testing: If the role requires specific technical expertise, administer relevant tests to confirm the candidate's proficiency.

8. Final Review and Approval

Interview Process: Ensure a structured interview process has been conducted with input from relevant stakeholders.

Background and Reference Check Completion: Confirm that all background, reference, and due diligence checks have been completed.

Final Decision: Obtain final approval from the executive leadership or hiring manager for the appointment.

9. Probationary Period

Probationary Period Set: Ensure that the role is subject to a defined probationary period.

Evaluation During Probation: Set up formal evaluations during the probationary period to assess performance, leadership, and adherence to organizational values.

10. Documentation and Record-Keeping

Documentation: Ensure all steps (interview notes, reference checks, background check reports) are documented and stored in the candidate's file.

Compliance Check: Verify compliance with legal requirements for hiring and appointment processes.