

# Org2.5 Employment Screening

## Purpose

1. To provide a framework for ensuring all prospective employees are effectively screened to gauge their character, capabilities, suitability and organisational fit with SAVVY

## Alignment with Practice Standards

1. Module 2: Provider Governance and Operational Management

## Legislative Alignment

1. National Disability Insurance Scheme Act 2013
2. National Disability Insurance Scheme (Practice Standards - Worker Screening) Rules 2018

## Key Responsible Executive

Chief Executive Officer

## For More Support

Your People Manager

## Policy Statement

1. SAVVY employs new staff on the basis of competence and character to ensure that employees are both capable and committed to delivering the highest quality of person centred care for our participants
2. The Reference and Background checks carried out for all prospective SAVVY employees is also aimed at uncovering any real or perceived conflicts of interest.
3. The formal qualifications, licensing, registrations and clearances for new employees are validated through SAVVY's Registration and Licensing Policy.

## Procedures

1. The hiring manager is responsible for contacting two nominated references who are previous employers. These references should:
  - a. Include two of the previous three employers
  - b. Be a direct supervisor, next in line manager or HR team



- c. Use SAVVY's reference check template to record feedback from the references that will be stored in the employees file.
2. The prospective employee will be asked as part of acknowledging the NDIS Code of Conduct if they have any real or perceived conflicts of interest.
  - a. Any conflicts will be documented and discussed with the manager
  - b. The manager shall determine if these conflicts will affect the employee's ability to deliver their role impartially or place a participant at risk.
  - c. If the conflict is likely to place a participant at risk or inhibit the prospective employee from carrying out their role, SAVVY reserves the right to terminate the employee's employment before the probationary period ends.

### References to other SAVVY policies and external sources

1. Org2.4 Registration and Licensing
2. HR1.3 Induction and Orientation

### Summary of attachments

1. Nil

### Version Control

1. 1 April 2023 - New Policy Creation