



HALLS HEAD BOWLING & RECREATION CLUB INC

PRE-EMPLOYMENT POLICY 2023-2024

This policy applies to applicants who apply for a position at Halls Head Bowling and Recreation Club (Inc.) that has been identified as requiring pre-employment screening.

Purpose

To outline the criteria for pre-employment screening assessments that may be applicable as part of Club's recruitment process.

Policy

Halls Head Bowling and Recreation Club (Inc.) acknowledges the importance of ensuring all employees are provided with a safe and secure workplace and is committed to:

- Promoting an ethical and professional work environment; and
- Ensuring that pre-employment screening is conducted consistently and in a non-discriminatory manner.

Halls Head Bowling and Recreation Club (Inc.) identified position who does not consent to pre-employment screening. Pre-employment screening information is not to be used for any other purposes other than the purposes of the recruitment process.

Pre-Employment Screening

Pre-employment screenings are assessments that may be undertaken by Halls Head Bowling and Recreation Club (Inc.) in assessing the preferred applicant's suitability for a position. These may be necessary to assess the suitability of applicant/s who are either external to Halls Head Bowling and Recreation Club (Inc.) or internal applicants who are applying for other roles within the Club. Assessments may include, but not limited to:

- Criminal history check;
- Drug and alcohol test;
- Right to work in Australia check; and/or
- Functional capacity evaluation screening.

Criminal History Check

A National Criminal History Check is a process undertaken by the relevant state/territory police or the Australian Federal Police (for the ACT), which reveals whether a person has been charged with and/or convicted of a criminal offence which has not been removed from their record under a spent conviction scheme. Police jurisdictions then provide a NPC detailing any criminal offences, with the exception of any spent convictions.

Drug and Alcohol Test

A pre-employment drug and alcohol test is necessary to assess the suitability of applicant/s who are not currently employed by HALLS HEAD BOWLING AND RECREATION CLUB (INC.). All testing undertaken will be in accordance with the Pre-Employment Screening Procedure.

Right to Work in Australia

Halls Head Bowling and Recreation Club (Inc.) is obliged to ensure illegal workers are not employed. Right to Work in Australia checks will be completed as required.

Functional Capacity Evaluation (FCE) Screening

FCE screening helps to ensure that a position will not cause or aggravate an existing injury or disease for an applicant. It may be used as one of several factors to determine the most suitable applicant to place in a specific position. The screening will be entirely relevant to the specific position requirements and any legislative obligations pertaining to specific categories of work and should be considered along with the interview, reference checks and management approval.

- Employment cannot be refused to an applicant with a disability or impairment on the basis of a screening that discloses a disability or impairment unrelated to adequate performance of the position;
- Council is obliged to make reasonable adjustments for applicants with disabilities or impairments to enable performance of genuine occupational requirements; and
- Genuine occupational requirements need to be accurately identified and considered 'reasonable' (i.e. majority of current and potential employees meet the genuine occupational requirements).

BREACH OF POLICY

The Club has an obligation to consistently apply and enforce this policy. Likewise, employees must comply with this policy.

Any employee who breaches this policy shall be subject to counselling, training, and/or disciplinary action, which may include termination of employment.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to Club operations and reflects both community expectations and legal requirements.

Signed:  Club President Date: 10th June 2023

Signed:  Club Secretary Date: 19th June 2023

Next policy review date is June 2024