

## New Worker Policy

Optimum Choice strives to be the employer of choice in the field of Disability Service providers.

Optimum Choice shall ensure that all checks are conducted in a systematic and professional manner to ensure that the right personnel are selected so as to ensure that our participants are getting the best personnel.

All records shall be kept secured and confidential.

Screening of new workers shall include but not necessarily limited to:

Worker screening – The process where Optimum Choice shall verify that any potential new worker is suitable, by investigating and verifying their specific qualifications and confirm that the potential employee would be a safe and appropriate match for the workplace and would treat participants with respect, compassion and empathy.

Checks to be conducted will include but not limited to:

- **Criminal and police checks.** This is a mechanism for ascertaining if there are any past or upcoming criminal convictions
- **Working with children check (WWCC).** This is a point in time check of a person's criminal history related specifically to crimes involving children
- **Reference check.** Referees ideally shall be past or present employers. Although professional associates may be acceptable. In all cases the prospective employee will be requested to provide permission prior to any contact occurring
- **Eligibility to work in Australia.** Optimum Choice shall ensure that all potential employees are eligible to work in Australia. Whether they are an Australian citizen / resident or have an approved and current Visa that allows working in Australia

Date 28/03/2020