

Workforce Screening Policy

Our Commitment

Integris Group Services (IGS) is committed to creating a diverse workforce, ensuring equal opportunity is given to all applicants. We seek to appoint the Right Person, in the Right Place, at the Right Time, for the Right Work, for the Right Reasons.

Purpose of this Policy

The purpose of this policy is to ensure our Workforce Screening activities provide us with the required information about applicants or existing team members which may impact on their eligibility for working with IGS, position change or promotion, while simultaneously ensuring IGS remains compliant with our Defence Industry Security Program (DISP) obligations relating to workforce screening.

Policy Statement

In order to comply with our DISP requirements, IGS's workforce screening checks are undertaken on an ongoing basis, not periodically. This means they occur upon evaluation of new and emerging risks including, but not limited to:

- Recruitment of a new team member or volunteer,
- An existing team member/volunteer's change of material details, or
- If a team member has received a promotion.

This policy does not apply to on-hires (e.g., Virtual Assistants). On-hire workforce screening checks are completed by the contractor working with IGS and are therefore exempt from this process.

The minimum workforce screening check required at IGS is a Police Check, currently completed through CV Check. The applicant's engagement basis does not alter the requirement of a Police Check and/or any other required integrity or background checks (e.g., Working With Children Check).

IGS' People and Culture Team administer the workforce screening processes and will approach their duties in an honest and unbiased manner. They also provide our applicant and/or team members with information on how this process relates to them including, but not limited to:

- Providing adequate notice of the screening process,
- Advising the level and amount of information the applicant must provide,
- Advising on the types of personal documentation required to complete the checks,
- Timely notification of the workforce screening outcomes and the reasons why,
- Advice on how the applicant's result affects their position in the recruitment process, and
- Provision of information on the review and appeal procedures available to them (if required).

A copy of this policy is readily available on the IGS intranet website and referred to in all job advertisements.

References

Internal References

- Privacy Policy
- Security Policy and Plans (SPP)
- Workforce Screening Procedure
- Recruitment Policy
- Recruitment Procedure
- Performance Appraisal Procedure

External References

- Defence Security Principles Framework
- Designated Security Positions Register

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