**HUMAN RESOURCES MANAGEMENT POLICIES**

**SECTION 2: EMPLOYMENT POLICY**

**POLICY 3: POLICE & BACKGROUND CHECKS FOR ALL STAFF**

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| **Policy Rationale** |  |
| **Policy**  | Badminton NZ require all new employees to fill out a police check vetting form. Badminton NZ have the right to ask volunteers & students who are asked to assist at activities, events and programmes to fill out a police check vetting form. Badminton NZ is a recognised agency by NZ Police and have the right to request information through the vetting process as outlined on the NZ Police website. All forms must be the official vetting form with Badminton NZs logo on. This check will only reveal convictions within the last 7 years unless of a serious nature. This is achieved by completing the “Police Check Form” which will be submitted by the Office Manager through the relevant NZ Police website.  |
| **Review Protocol** | Policy Owner:Policy Reviewed By: Date Reviewed: Next Review Date:  |