

# HR –017: Background Checks Policy



## Human Resources

Tennis Australia (TA) is committed to providing the safest possible work environment through processes that ensure all staff involved in the operations of our business undertake appropriate and thorough background checks.

This policy applies to all staff who are employed by Tennis Australia in a corporate, year-round capacity.

Applicable background checks are a current Police History Check (National or International), Working with Children Check (WWCC), and Eligible Work Visa (permit) Search.

As a requirement of the Australian Open (AO) Accreditation Policy, it is mandatory that employees hold the appropriate current background checks. Australian Open and other tennis tournament and event staff and volunteers should refer to the applicable Background Check requirement for their role, as it may differ from this policy.

Employees who already hold both current background checks, of the type required for their employment, must submit an original or certified copy to Human Resources, as soon as practicable, upon commencement of their employment with TA.

In accordance with the *Privacy Act 1988* and associated regulations, Human Resources cannot provide copies of background checks on request to other business units or managers via email or photocopy, other than for the purposes of obtaining advice. Human Resources may only provide the dates and references for background checks. TA employees may request a copy of their personal background check, should they require it for another purpose.

Prior to commencing employment with TA, all required background check expenses will be incurred by the employee and if applicable, may be claimed on the individual's tax return. Throughout an employee's employment with TA, the renewal of required background checks will be paid for by Tennis Australia.

### *Related policies, procedures and documents:*

This policy should be considered in conjunction with:

- *HR - 017: Background Check Procedure*
- *HR – 009: Recruitment, Selection and Referral Policy*

Failure to obtain the correct background check and provide it to Human Resources in a timely manner may result in disciplinary action, including ineligibility to work at the Australian Open or termination of employment from Tennis Australia.

Updates to this procedure should be made through the Human Resources Department. Any printed version of this document becomes an uncontrolled copy

<b>Status</b>	Current	<b>Version</b>	Four	<b>Date Published</b>	02 September 2013	<b>Next Review</b>	
<b>Latest Version</b>	Four	<b>Page</b>	1	<b>Audience</b>	TA		June 2014