

Employee Security Screening Policy Guidelines

These guidelines will assist retail cannabis applicants to understand what must be addressed in their employee security screening policy. Applicants must submit their employee security screening policy as part of the application for a retail cannabis licence.

As a retail cannabis store, your employee security screening policy must outline the following:

- Your background check requirements. This includes a criminal record check and any other security or background screening checks the retail cannabis licensee intends to conduct or requires prospective employees to provide prior to employment. This also includes your processes for ongoing monitoring or frequency of screening checks during employment, and your review process and criteria.
- Requirements for employees to report any conduct that conflicts with the requirements set out in your policy.
- Conduct that would prevent a person from being employed in the retail cannabis store.
- Conduct that would require termination of a person's employment in the retail cannabis store.

The Cannabis Regulation under the The Liquor, Gaming and Cannabis Control Act states that retail cannabis licensees must not employ any person who has engaged in the conduct set out in the security screening policy. As such, we encourage you to consider carefully the requirements that you establish through your employee security screening policy, so that your requirements meet your current and ongoing operational and security needs. Any changes to your policy or to its administration must be reported to the LGCA.

Available in alternate formats, upon request.

