

# Employee Security Screening Policy Guidelines

Regulations require all cannabis distributor licensees to submit their employee security screening policies to the Liquor, Gaming & Cannabis Authority of Manitoba (LGCA). These guidelines will assist cannabis distributor applicants to understand what must be addressed in their policy.

As a cannabis distributor, 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 cannabis distributor licensee intends to conduct or require prospective employees 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 by the cannabis distributor.
- Conduct that would require termination of a person's employment by the cannabis distributor.

Regulations state that cannabis distributor 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.

