



EMPLOYMENT SCREENING PROCEDURE

1. Overview
2. Scope and Application
3. Principles
4. Procedure
5. Definitions
6. Related Documents and Policies
7. Web Links

1. OVERVIEW

The University is committed to providing a safe environment for the protection and wellbeing of children and vulnerable people. Children and young people are frequent, welcome users of University spaces and resources. This group includes a cohort of young undergraduate students, and the University activities that interact with children, [young people](#) and [vulnerable people](#), in research, teaching, engagement activities, school work experience programs and outreach programs.

This procedure assists the University in meeting its obligations to protect children, [young people](#) and [vulnerable people](#). The procedure establishes the responsibilities of and provides guidance for staff and titleholders. The procedures detail the employment screening requirements and procedure for existing and future staff and titleholders who are required to work with children.

This procedure complies with the requirements of the [Children and Young People Safety Act 2017 \(SA\)](#) and the [Child Safety \(Prohibited Persons\) Act 2016 \(SA\)](#). The procedure should be read in conjunction with the [Safe Environments for Children and other Vulnerable People Policy](#), [Recruitment Policy](#), [Recruitment Procedure](#), the Honorary Titles Procedure and the [University of Adelaide Enterprise Agreement 2017-2021 \(as amended\)](#).

2. SCOPE AND APPLICATION

- 2.1. This procedure applies to all academic and professional staff and titleholders.
- 2.2. The procedure establishes the employment screening requirements for compliance with the Child Safety (Prohibited Persons) Act 2016 (SA) (the Act), including:
 - 2.2.1. Identification of [prescribed positions](#) which require a working with children check (WWCC) in accordance with the Safe Environments for Children and other Vulnerable People Policy;
 - 2.2.2. Prescribing the process for staff and titleholders who do or will work with children or young people (under 18 years) to obtain a [WWCC](#); and
 - 2.2.3. Establishing a process for recording, maintaining and monitoring WWCCs and Department of Human Services (DHS) child related employment obligations; and
 - 2.2.4. Ensuring that staff are permitted to work with children only when their working with children check has been validated to confirm that they are **not prohibited** from working with children.

Recruitment Handbook	Employment Screening Procedure	Effective Date:	14/07/2022	Version 1.0
Authorised by	Chief Operating Officer	Review Date:	13/07/2025	Page 1 of 9
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

- 2.3. This Procedure does not apply to volunteers, contractors or students. Volunteers, contractors and students who work or will work with children or young people (under 18 years) should contact the program coordinator (volunteers or students) or their supervisor (contractors) for advice and information on obtaining a working with children check (WWCC).
- 2.4. Child-related work does not include tertiary education services so there is no statutory requirement for staff or titleholders delivering an approved undergraduate program to young people under 18 to have a WWCC.

3. PRINCIPLES

- 3.1. A position will be a [prescribed position](#) and will require a WWCC if required to work with young people (under 18 years) on more than seven days in a calendar year, unless otherwise exempt as at 2.4 above.
- 3.2. Where a position is [prescribed](#) the University will clearly articulate the WWCC requirements when advertising the position and in any recruitment and selection process.
- 3.3. Staff and titleholders are not permitted to commence work in a [prescribed position](#) unless the University has verified the status of their WWCC, or the WWCC is pending and an exemption has been approved under *Regulation 27 of the Child Safety (Prohibited Persons) Amendment Regulations 2022*.
- 3.4. Working With Children Checks are current for a period of 5 years from date of issue and should be renewed at least three (3) months prior to expiry.
- 3.5. A valid [child-related employment check](#) issued by the Department of Communities and Social Inclusion (DCSI) will continue to be recognised by the University in the terms set by transitional legislation.
- 3.6. The University will reimburse the costs of new and renewal Working With Children Checks for prescribed position holders in accordance with the University's [Reimbursement Procedure](#).

4. PROCEDURE

4.1. Working with Children Checks - University Responsibilities

- 4.1.1. The University of Adelaide is registered with the Department of Human Services (DHS) Screening Unit to facilitate information sharing on the status of WWCCs.
- 4.1.2. The University's Human Resources (HR) Branch will:
- 4.1.2.1. Register the University's interest in [prescribed position holders](#) and [preferred candidates](#) as confirmed by the hiring manager, and/or on notification of their [unique identifier number](#); and
 - 4.1.2.2. Verify staff and titleholder WWCCs through the Central Assessment Unit (CAU) administered by the Department of Human Services (DHS); and
 - 4.1.2.3. Maintain a record of all [prescribed positions](#), the staff/titleholders who occupy those positions, their WWCC and expiry details.
- 4.1.3. If the prescribed position holder's WWCC status changes during the course of their employment the University will take appropriate action as required by legislation and policy.
- 4.1.4. The University cannot and will not allow a prohibited person to work with children.
- 4.1.5. The University must as soon as practicable notify the CAU if it becomes aware of *certain information* about a person currently holding a WWCC.
- 4.1.6. The University's HR Branch will issue reminders to [prescribed position holders](#) (staff and titleholders), and their supervisors, to obtain a new working with children check three (3) months prior to expiry of their current DCSI clearance or working with children check.
- 4.1.7. It is a joint responsibility of the staff member/titleholder, and their supervisor to monitor the frequency of engagement with children and young people (under 18 years) and to arrange to obtain a working with children check as and when required. Financial penalties apply for staff/titleholders and the University if non-compliant.

Recruitment Handbook	Employment Screening Procedure	Effective Date:	14/07/2022	Version 1.0
Authorised by	Chief Operating Officer	Review Date:	13/07/2025	Page 2 of 9
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

- 4.1.8. Should a staff member assume higher or other duties, which require them to work with children for more than 7 days in a calendar year, the local area must notify the incumbent and HR immediately that the position must be classified as a [prescribed position](#). The incumbent will be required to provide their [unique identifier number](#) issued by the CAU, or make an application for a WWCC, and must not be allowed to work with children until the WWCC has been verified by the HR Branch, unless the WWCC is pending and an exemption has been approved under clause 3.3 of this procedure.
- 4.1.9. The University is required to provide the CAU with a contact name, address, telephone number and email address for the workplace and the name and contact details of the person who verified the validity of the WWCC. Financial penalties may apply for non-compliance.
- 4.1.10. The University will deregister interest as soon as practicable, if a candidate for a prescribed position does not commence employment or the staff member or titleholder leaves the University.

Recruitment of Continuing and Fixed Term Positions (including Secondment and Higher Duties)

4.2. Identify [Prescribed Positions](#)

- 4.2.1. Prior to commencement of any recruiting activity the hiring manager will conduct a [risk assessment](#) to:
- 4.2.1.1. Identify if any new position is required to work with children, or other vulnerable people; or
 - 4.2.1.2. Consider whether by assuming higher duties, a staff member will be required to work with children; or
 - 4.2.1.3. Identify if the requirements of an existing position have changed, such that the person in that role will be required to work with children.
- 4.2.2. If the position is required to work with children, through the position creation and amendment process the position will be flagged as a [prescribed position](#) in the HRIS and in the University's on-line recruitment system.
- 4.2.3. The job advertisement and Position Description will list the position as prescribed. Candidates will be required to consent to undertake a WWCC prior to appointment and provide their full name, address, date of birth and [unique identifier number](#), as prescribed by the Act.

4.3. Screening Process

It is a responsibility of the hiring manager (or delegate) to remind preferred candidates that employment in the role is conditional upon verification of a valid WWCC.

- 4.3.1. The preferred candidate will be required to:
- 4.3.1.1. Produce a current WWCC; and/or
 - 4.3.1.2. Provide their [unique identifier number](#) and other prescribed details, listed under 4.2.3 to the hiring manager or area HR contact.

If the candidate does not have a current clearance, they will need to [apply](#) for a WWCC and provide their [unique identifier number](#) prior to an offer being made.

- 4.3.2. For staff who are new to the University:
- 4.3.2.1. On receipt of the WWCC, the hiring manager (or delegate) will record the [unique identifier number](#) in the offer card and submit for verification and/or approval by the HR Branch.
- 4.3.3. For staff who already work at the University:
- 4.3.3.1. The candidate will need to enter WWCC check information in Staff Services Online prior to accepting a new contract of employment. This will then be verified by HR branch.
- 4.3.4. For staff being seconded into or performing higher or other duties of a prescribed position:
- 4.3.4.1. The Hiring Manager will need to record the [unique identifier number](#) on the secondment or higher duties form and this will then be verified by HR branch.

4.4. WWCC Verification

Recruitment Handbook	Employment Screening Procedure	Effective Date:	14/07/2022	Version 1.0
Authorised by	Chief Operating Officer	Review Date:	13/07/2025	Page 3 of 9
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

- 4.4.1. HR Branch will register an interest in the applicant, using their [unique identifier number](#), and verify their WWCC is current and can be approved to work with children, or that it is pending and the applicant has a prior WWCC that shows they are not prohibited from working with children.
- 4.4.2. If the WWCC is verified, the details of the WWCC including the expiry date will be recorded on the HR systems; and
- 4.4.3. A contract will be issued to the successful candidate and on-boarding may commence.

4.5. Prohibited or no [unique identifier number](#)

If the preferred candidate is [prohibited](#) from working with children or a [unique identifier number](#) is not provided with the offer card, the HR Branch will decline the offer card and an offer of employment will not be made.

Casual Staff Recruitment

4.6. Identifying and initiating appointment to [prescribed positions](#)

- 4.6.1. Prior to recruiting casual staff or engaging current casual staff on a new casual contract, the hiring manager will identify if the casual position is required to work with children, which may require a [risk assessment](#) to be conducted.
- 4.6.2. If the position is required to work with children, the hiring manager will notify the preferred candidate(s) that employment is conditional on them providing a valid WWCC or equivalent; and
- 4.6.3. Enter casual engagement information into the [Casual Automated Payment System \(CAPS\)](#), and identify the engagement as prescribed.
- 4.6.4. A contract will be created, but it is a responsibility of the hiring manager to ensure that the candidate does not commence working in the [prescribed position](#) until the WWCC has been verified and they have been notified by HR. Financial penalties may apply to individuals who breach this requirement.

4.7. Candidate Responsibilities

- 4.7.1. The preferred candidate will be required to:
- 4.7.1.1. Complete on-boarding and provide details of their current WWCC and their [unique identifier number](#) via the online on-boarding form;
- 4.7.1.2. Await notification that they can commence working with children; and
- 4.7.1.3. Commence work once formal confirmation from the University is received.

4.8. Verification

- 4.8.1. HR Branch will register an interest in the applicant and validate their WWCC;
- 4.8.2. If the WWCC is verified, the details of the WWCC including the expiry date and the [unique identifier number](#) will be registered.
- 4.8.3. HR Branch will email the hiring manager and inform them that the WWCC has been verified.
- 4.8.4. Arrangements can be made for the new casual or casual re-hire to commence working.

4.9. Prohibited from working with children or no [unique identifier number](#) provided

- 4.9.1. The HR Branch will notify the hiring manager that the WWCC has been conducted and the applicant is [prohibited](#) from working with children; or
- 4.9.2. The HR Branch will notify the hiring manager (via email) that the WWCC process was not completed and the candidate cannot be allowed to commence in the position.
- 4.9.3. On receipt of the email from the HR Branch, the hiring manager will notify the candidate that their application for the position is withdrawn as they have not successfully fulfilled the mandatory requirements of the prescribed position.

Titleholder Recruitment

4.10. Titleholders who are required to work with children

- 4.10.1. The titleholder applicant will complete a [title e-form](#).
- 4.10.2. On receipt of the [title e-form](#), the Faculty HR contact will:

Recruitment Handbook	Employment Screening Procedure	Effective Date:	14/07/2022	Version 1.0
Authorised by	Chief Operating Officer	Review Date:	13/07/2025	Page 4 of 9
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

- 4.10.2.1. Review the duties of the proposed title to identify if the proposed duties are likely to involve working with children; and
 - 4.10.2.2. If the titleholder will work with children, hold approval of the application until the applicant's WWCC status can be verified; and
 - 4.10.2.3. Contact the applicant to notify them that conferral of the title is conditional of verification of their WWCC.
 - 4.10.2.4. The title will not be conferred until the applicant provides their WWCC, [unique identifier number](#) and other [prescribed information](#) to the Faculty HR contact and the status of the WWCC has been verified.
- 4.10.3. If the WWCC is pending and an exemption has been granted under clause 3.3 of this procedure, the title may be conferred subject to all other requirements being met.

4.11. Titleholder applicant responsibilities

- 4.11.1. Provide a valid WWCC and [unique identifier number](#) and other [prescribed information](#); or
- 4.11.2. Obtain a WWCC and provide the faculty HR contact with their [unique identifier number](#) and [prescribed information](#).

4.12. Titleholder Verification

- 4.12.1. HR Branch will register an interest in the applicant and validate their WWCC.
- 4.12.2. If the WWCC is verified, the details of the WWCC including the expiry date will be registered.
- 4.12.3. HR Branch will email the Faculty HR contact and inform them that the check has been verified.
- 4.12.4. The Faculty HR contact will upload the verification email to the e-form and approve the [titleholder e-form](#) and it will progress through the usual new title approval process.

4.13. If a prospective titleholder is prohibited from working with children

- 4.13.1. On receipt of the result, the HR Branch will notify the Faculty HR contact that the WWCC has been conducted and the applicant is a [person prohibited](#) from working with children.
- 4.13.2. The Faculty HR contact will inform the applicant that their application has been declined; and
- 4.13.3. Decline the application for a title.
- 4.13.4. The applicant will receive an automated notification that the title has been declined.

4.14. Titleholder applicants who fail to provide a [unique identifier number](#)

If the prospective titleholder does not provide the Faculty HR contact with their [unique identifier number](#) and other [prescribed information](#) within a reasonable timeframe, the Faculty HR contact will cancel the application and the applicant will receive an automated notification that the title has been declined.

4.15. Renewals

It is a responsibility of prescribed position holders (staff and titleholders) to ensure that their WWCC is renewed prior to expiry. The HR Branch maintains a record of all WWCCs and will:

- 4.15.1. Report monthly on all checks that are due to expire within the following three (3) months.
- 4.15.2. Send a reminder to staff (including casuals) and titleholders within their area to notify them to obtain a new WWCC; and
- 4.15.3. Send monthly reminders until a WWCC [unique identifier number](#) is provided, or until the date of expiry of the current WWCC.

If the HR Branch is not provided with a [unique identifier number](#) for verification by the expiry of the current WWCC, the staff member/titleholder and their supervisor will be notified. The staff member/titleholder will not be permitted to work with children unless the WWCC is pending and an exemption has been granted under clause 3.3 of this procedure.

If in the absence of a valid WWCC the staff member/titleholder is unable to fulfil the requirements of their position, the matter will be referred to Workplace Relations for consideration on a case-by-case basis.

4.16. Prohibited from Working with Children

Recruitment Handbook	Employment Screening Procedure	Effective Date:	14/07/2022	Version 1.0
Authorised by	Chief Operating Officer	Review Date:	13/07/2025	Page 5 of 9
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

If during the course of their employment/title the University is advised that the WWCC status of a prescribed position holder (staff member or titleholder) is changed to [prohibited person](#):

- 4.16.1. The HR Branch will notify the staff member or titleholder's supervisor.
- 4.16.2. The staff member or titleholder is prohibited to work with children and may not be able to perform the duties of their position.
- 4.16.3. The staff member or titleholder may be subject to disciplinary action and will be referred to [Workplace Relations](#) for consideration on a case-by-case basis.

4.17. Appeal of a decision to issue a prohibition notice

Staff and titleholders who believe they have been wrongly identified as a prohibited person can make a request directly to the Department of Human Services (DHS) for a review of the decision to issue a prohibition notice;

- 4.17.1. During the period of the review the staff member/titleholder **must not** work with children and may not be able to perform the duties of their position.
- 4.17.2. The staff member or titleholder may be subject to disciplinary action and will be referred to Workplace Relations for consideration on a case-by-case basis.

4.18. Disciplinary Action

[Prescribed position holders](#) (staff and titleholders) who are [prohibited](#) from working with children who do not meet the requirements of a prescribed position and/or do not comply with this procedure are engaging in conduct that may constitute serious misconduct. [Prescribed position holders](#) (staff and titleholders) may be subject to disciplinary action up-to and including dismissal under clause 8.2 of the [University of Adelaide Enterprise Agreement \(as amended\)](#) or termination of their title under the Honorary Titles Procedure (titleholders).

4.19. Training and Reporting Responsibilities of [Prescribed Position Holders](#)

- 4.19.1. Staff and titleholders who occupy [prescribed positions](#) and those who are directly supervising persons in those positions are obligated to:
 - 4.19.1.1. Undertake any training as prescribed by the University; and
 - 4.19.1.2. Provide evidence of successful completion of the training to the University; and
 - 4.19.1.3. Report children at risk of harm via the Child Abuse **Report Line (CARL): 13 14 78**; and
- 4.19.2. Staff who are concerned for the welfare of students should report the matter to the University via the [Safer Campus Community website](#) or call 8313 1200.

4.20. Training Records

- 4.20.1. The University's HR Branch will maintain a record of training completed.

5. DEFINITIONS

Appeal of prohibition notice

A request made directly to the Department of Human Services to review a decision made by the DHS Screening Unit to issue a prohibition notice.

Central Assessment Unit (CAU)

The central assessment unit of the Department of Human Services (SA).

Certain information

An employer must inform the CAU if it becomes aware of any *accessible information* in relation to a person working in a prescribed position as set out in section 19 of the Act.

DCSI child related employment check (transition)

Department of Communities and Social Inclusion (DCSI) Child related employment screening clearances have been superseded by WWCCs under the Act. During transition, DCSI clearances will continue to be recognised by the Department of Human Services SA as a valid WWCC until expiry. DCSI clearances are valid for a period of 3 years from date of issue. Staff and titleholders should apply for a WWCC approximately three (3) months prior to the expiry of their current DCSI clearance.

Recruitment Handbook	Employment Screening Procedure	Effective Date:	14/07/2022	Version 1.0
Authorised by	Chief Operating Officer	Review Date:	13/07/2025	Page 6 of 9
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

Department of Human Services (DHS)

An SA Government Department with responsibility in the areas of disability, early intervention to support health, safety and wellbeing of children; youth justice; domestic violence; screening services and disaster recovery.

Exemption – WWCC Pending

Under Regulation 27 of the Child Safety (Prohibited Persons) Amendment Regulations 2022, an exemption may apply to allow a staff member/titleholder to work with children where the WWCC is pending, where a person:

- a) To whom an application for a working with children check has been made in accordance with the Act, but that working with children check has not yet been conducted; and
- b) Is not a prohibited person; and
- c) Is not presumed to pose an unacceptable risk to children under section 26A of the Act.

It is a condition of an exemption that the person is, while working with children pursuant to the exemption, supervised by a prescribed supervisor.

An exemption under Regulation 27 will expire on the day that the application is completed and a determination made under 26(5) of the Act as to whether the person to whom the application relates is, or is not, to be prohibited from working with children.

Hiring Coordinator

A person within a School/Branch who is responsible for moving applicants through the recruitment process. School managers, executive assistants and administrative assistants often perform this function, alternately the function may be performed by the Hiring Manager.

Hiring Manager

A person within a School/Branch who has a hiring need, i.e. the manager to whom the prospective staff member would report. The hiring manager may delegate responsibilities (as appropriate).

HR Contact

A nominated member of the Faculty's HR team, who processes titleholder applications.

Not Prohibited

The central assessment unit (CSU) determines the person **does not** pose an unacceptable risk to children and **is not** prohibited from working with children. Working with children checks are valid for a period of 5 years, but the Department of Human Services continually monitor persons who are not prohibited from working with children, which may lead to re-assessment and possible prohibition of a person.

Preferred Candidate

A person that the appointment committee agrees is the most suitably qualified and who best matches the selection criteria for the position.

Prescribed Information

Information required by the University and CSU for the purpose of verifying the WWCC.

Prescribed Position

A prescribed position is one where a person works or is likely to work with children such that it is reasonably foreseeable that in the course of fulfilling the duties of the position, the person will work with children for more than a total of 7 days in any calendar year period.

Anyone who may occasionally work directly with children and it is likely that the work may be for more than 7 days in total in a 12 month calendar period must be checked before they commence employment or commence engaging in activities involving children. This calculation cannot be made on a *pro rata* basis and must include any partial days where activities occur. This may include staff and titleholders who will be regularly involved in outreach activities with primary or secondary school students or the regular supervision of secondary students participating in a program of work experience.

Prescribed Position Holder

A staff member or titleholder who occupies a position that is defined as prescribed.

Prescribed Supervisor

Recruitment Handbook	Employment Screening Procedure	Effective Date:	14/07/2022	Version 1.0
Authorised by	Chief Operating Officer	Review Date:	13/07/2025	Page 7 of 9
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

Under Regulation 27 of the Child Safety (Prohibited Persons) Amendment Regulations 2022, a prescribed supervisor means a person in relation to whom a working with children check has been conducted within the preceding 5 years.

Prohibited Person

Any person who the central assessment unit determines, in accordance with the Act, the regulations and guidelines, that the person poses an unacceptable risk to children. Where the central assessment unit determines that the person is prohibited from working with children. The central assessment unit will issue a prohibition notice to the person, which prohibits them from engaging in child-related work.

Reasonable timeframe

For the purposes of this procedure, a reasonable timeframe for the return of required documentation is usually 10 working days, unless there is a valid and unavoidable reason for the delay.

Register Interest

To verify working with children checks (WWCCs), the University will register an interest in the applicant/staff member/titleholder, which will require the name, address, date of birth and unique identifier of the applicant/staff member/titleholder. This process links the person with the University and enables the University to verify WWCCs. Should a staff member or titleholder become a prohibited person, the University will be notified by the DHS Screening Unit.

Unique Identifier Number

Also known as a screening reference number, a unique identifier number is provided to every person who applies for a WWCC. A unique identifier number must be provided to your employer if your position is a prescribed position or involves working with children.

Verification

The University is required to verify through the DHS database that anyone who works with children has a valid working with children check and is not prohibited from working with children.

Vulnerable People

For the purpose of this procedure, the definition of *vulnerable people* is adopted from the [Indigenous Student Assistance Grants Guidelines 2017](#) to refer to individuals over 18 who may not be able to protect themselves from harm or exploitation by reason of age, illness, trauma or disability.

Working with Children

Being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes paid work, volunteering and other unpaid work.

Working with Children Check (WWCC)

An official assessment provided by the central assessment unit of the Department of Human Services SA under the [Child Safety \(Prohibited Persons\) Act 2016 \(SA\)](#). A WWCC is not a determination of a person's suitability for a position involving work with children. It is an assessment of prescribed risk assessment information held on various state and national databases and provides a point in time assessment of past behaviour in order to predict future risk to the safety and wellbeing of children.

The assessment unit will either issue a clearance or advise that the person is a "[prohibited person](#)" and cannot be employed in a position that involves working with children, or other vulnerable people.

The Department of Human Services monitors the status of all persons who have current WWCCs and may re-assess, and where appropriate change, their status to "prohibited person". The University will be advised of any such changes.

Young People

Under South Australian law, a child means a person under 18 years of age. A cohort of this group aged 12 to 17 years are referred to in the legislation as young people.

6. RELATED DOCUMENTS AND POLICIES

[Behaviour and Conduct Policy](#)

[Code of Conduct](#)

Recruitment Handbook	Employment Screening Procedure	Effective Date:	14/07/2022	Version 1.0
Authorised by	Chief Operating Officer	Review Date:	13/07/2025	Page 8 of 9
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

- [Recruitment Policy](#)
- [Recruitment Procedure](#)
- [Safe Environments for Children and Vulnerable People Policy](#)
- [University of Adelaide Enterprise Agreement \(as amended\)](#)

7. WEB LINKS

- [Child Safety \(Prohibited Persons\) Act 2016 \(SA\)](#)
- [Department of Human Services \(DHS\) Website](#)
- [Legal and Risk Website](#)
- [Recruitment Webpage](#)
- [Volunteers Webpage](#)

Recruitment Handbook	Employment Screening Procedure	Effective Date:	14/07/2022	Version 1.0
Authorised by	Chief Operating Officer	Review Date:	13/07/2025	Page 9 of 9
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			