



Islamic Council of Victoria

ICV References Policy

Policy statement:

Exchange of information between employers maximises the opportunity for employees to be fitted into the positions for which they are best suited. Where possible, the ICV wishes to provide and receive accurate information on the individuals with whom it deals. However, some routine precautions are necessary to safeguard the organisation against litigation.

Rationale:

Giving references

The ICV aims to provide references for employees and ex-employees where this is their wish. However, there is no obligation on the ICV to do so.

Requiring references

In the case of permanent full-time positions

As part of the recruitment and selection process the ICV requests two referees from all applicants and prospective employees, those two referees being their current or immediately previous employer and a second employer. If an applicant has not been employed previously, they will be asked to provide an academic and a character referee. References and other pre-employment checks must be deemed as satisfactory before a formal offer of employment can be made.

In the case of casual, short-term, or volunteer positions

As part of the recruitment and selection process the ICV may at the discretion of the selection committee request two referees from applicants and prospective employees but is not obliged to, except in relation to positions involving significant financial responsibility or significant contact with vulnerable clients.

Purpose and Objectives:

This policy seeks to ensure that the information needs of the ICV, the individuals, and the other organisations concerned are met in a manner that places no party at risk of misunderstanding or conflict.

Responsibility:

It shall be the responsibility of each staff member to follow these procedures. It shall be the responsibility of the General Manager to ensure that all members are aware of the policy and to monitor compliance with the policy.

Procedure:

Giving references



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References will be provided only to appropriate parties. Before providing a reference the staff member should verify the identity of the person requesting the reference. If in doubt about the identity of the person requesting the reference, the staff member should ask for the request in writing. The staff member should not give out any information to parties that do not have a legitimate "need to know".

References shall be clearly marked 'Private and Confidential' on an opaque cover page and shall be sent to an appropriate individual in the organisation seeking the reference.

In considering whether to give a reference, and in determining the content of any such reference, referees must not discriminate on any grounds covered.

When providing references, referees shall

- take reasonable care;
- provide information which is as far as possible true, accurate and fair, and which does not give a misleading impression;
- provide only honest opinions;
- express opinions as opinions rather than statements of fact; and
- limit the information given to the employee's job-related performance.

A staff member can act as a personal referee for any individual. However, such references must be made on the staff member's own notepaper and must say that the reference is being made in a personal capacity. On no account should a personal reference be written on the ICV's letterhead or in any way suggest that the ICV endorses the reference.

Key words

References policy – use of ICV material

Policy Title:	References Policy	
Endorsed by: ICV Board	Date: 1 September 2011	Version No: 1/2011
Date of next review: <insert date>		
Responsible: General Manager		