

ONN Connect Jobs Policy

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| Policy Area: | Communications |
| Policy Subject: | ConnectJobs Policy |
| Policy Number: | 4.4 |
| Policy Type: | Policy |
| Initial Approval Date: | |
| Revision Date(s): | |
| Revision Timeline: | Every 3 years, or as required by legislation |
| Approved By: | ONN Board of Directors |
| Revised and Approved: | |

1. Scope of policy

This policy governs the publication of job listings by ONN members on ConnectJobs.

2. ConnectJobs policy

As part of the membership program, ONN members can post their job listings on ONN's job board: ConnectJobs.

All postings to ConnectJobs are to be reviewed by an ONN team member before being made public. The review consists of confirming their valid ONN membership and the inclusion of required information.

Job postings must not be inaccurate, misleading, and/or fraudulent. Inaccurate job postings refer to missing or incorrect information. Misleading or fraudulent job postings refer to fake postings intended to scam or phish individuals.

Job postings must follow these requirements:

- Each posting must include:
 - Information about the expected compensation or range of expected compensation for the position (note: if providing a range, it cannot exceed \$50,000 per year)
 - Statement disclosing the employer's use, if any, of artificial intelligence to screen, assess, or select applicants for the position,
 - Statement disclosing whether a vacancy exists or not.
- Employers cannot require previous Canadian work experience in job ads.

If an organization is found to have posted an inaccurate and/or misleading posting, they will receive a warning in writing. If an organization is found to have posted two fraudulent and/or misleading postings, they will be suspended from posting any additional positions for six months.

3. Procedure for addressing inaccurate, misleading, and/or fraudulent job postings

- Users of the platform may report any concerns about inaccurate, misleading, and/or fraudulent job postings by contacting info@theonnc.ca.
- If a posting is found to be misleading/fraudulent, it will be removed by ONN.

- ONN will contact the posting organization to inform them of the job posting removal. If it's the second fraudulent posting, ONN will inform the organization of its six month suspension from ConnectJobs.