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16 April 2024

s 9(2)(a)

By email: **s 9(2)(a)**
Ref: H2024037848

Tēnā koe **s 9(2)(a)**

Response to your request for official information

Thank you for your request under the Official Information Act 1982 (the Act) to the Ministry of Health – Manatū Hauora (the Ministry) on 16 March 2024 for information regarding the Ministry's employment policies. You requested:

*“Employment policy on employees with criminal convictions specifically assault
Policy on gaining employment in high level senior advisory roles working on children's
initiatives.”*

We do not hold this information as a policy; however, we can confirm that pre-employment checks for criminal convictions are mandatory for all positions with the Ministry of Health - Manatū Hauora. This applies to all employees including contractors.

Within our employment application forms we note that a false declaration about prior convictions or pending prosecutions will invalidate the application. If the candidate is the successful applicant, they will be required to undergo a Ministry of Justice check. Our employment offers are therefore conditional on the Ministry obtaining a satisfactory criminal record check which is stated in our letter of employment offer.

During this conditional period, the staff member may be restricted from completing certain duties. Should the criminal record check not be satisfactory, the staff member would be contacted, their employment would be reviewed, and their employment may come to an end.

I trust this information fulfils your request. If you wish to discuss any aspect of your request with us, including this decision, please feel free to contact the OIA Services Team on:
oiagr@health.govt.nz.

Under section 28(3) of the Act, you have the right to ask the Ombudsman to review any decisions made under this request. The Ombudsman may be contacted by email at:
info@ombudsman.parliament.nz or by calling 0800 802 602.

Please note that this response, with your personal details removed, may be published on the Manatū Hauora website at: www.health.govt.nz/about-ministry/information-releases/responses-official-information-act-requests.

Nāku noa, nā

A handwritten signature in blue ink, appearing to read 'Celia Wellington', written in a cursive style.

Celia Wellington
Deputy Director-General
Corporate Services | Te Pou Tiaki