

 Human Resources Policy		April 16 th , 2026	Policy # H-0056
		Approval Date:	Revision Date:
Title:	Fraudulent Job Posting Policy		
Applies To:	All Employees – General Public		

Policy Statement:

1. Purpose

The website for the Municipality of North Grenville serves as the central point of contact between available job opportunities and individuals interested in applying to these competitions safely. Accordingly, the Municipality provides its Fraudulent Job Posting Policy to prevent, identify, and address fraudulent job postings.

Our primary objective is to take proactive measures to protect applicants’ personal data and maintain trust in the organization. We aim to ensure that individuals have access to available employment opportunities knowing that they are legitimate, accurate, and compliant with applicable laws.

2. Scope

This policy applies to all employment opportunities within the organization. All available job postings will be published on the organization’s official website and may also be shared on external platforms, such as professional association websites (e.g., AMCTO), and job boards (e.g., LinkedIn).

If other organizations share or disseminate information about our job postings, they must always direct candidates to our official website to apply. This ensures the authenticity of postings and protects applicants from potential fraud.

3. Definition of Fraudulent Job Posting

A fraudulent job posting includes, but is not limited to:

- Job postings that misrepresent the employer, position, compensation, or benefits.

- Opportunities created to collect personal, financial, or sensitive information under false pretenses.
- Jobs that require upfront payment or fees from applicants.
- Positions that do not exist or are intentionally misleading.
- Unauthorized use of the organization's name, branding, or identity.
- Postings created for data harvesting or phishing purposes.
- Postings that materially mislead applicants regarding employment terms.

This list is not exhaustive.

4. Reporting a Suspicious Job Posting

If you believe a job posting may be suspicious or fraudulent, please notify the organization by emailing recruitment@northgreenville.on.ca. All concerns will be reviewed to assess the legitimacy of the posting.

Notification will be received by the Human Resources Department, which will evaluate the authenticity of the posting and determine whether it contains inaccurate or misleading information. In accordance with internal policies and procedures, appropriate corrective actions will be taken as necessary. Protecting applicants' personal information, identity, and data remains our top priority.

5. Policy Review

This policy will be reviewed periodically and updated as necessary to address emerging risks and regulatory requirements.

6. Contact Information

For questions or to report concerns, please contact: recruitment@northgreenville.on.ca

Fraudulent Job Posting Policy

Website: www.northgreenville.ca