

CCCC FRAUDULENTLY PUBLICLY ADVERTISED JOB POSTING POLICY

Last updated: July 2, 2026

Current Platform Manager: Christian Malleck, Head of Human Resources

1. Introduction

- 1.1. **Purpose:** The purpose of this Fraudulently Publicly Advertised Job Posting Policy ("Policy") is to establish clear guidelines on how the Canadian Centre for Christian Charities ("CCCC") addresses fraudulent job postings on the Christian Charity Jobs website (christiancharityjobs.ca and referred to throughout this Policy as the "Platform"). Adherence to this Policy is crucial to the integrity, reputation, and continued commitment of CCCC to being an exemplary, healthy, and effective Christian ministry, and to modelling the same for our members. This Policy supports CCCC's compliance with the requirements for operators of a job posting platform under the Ontario *Employment Standards Act, 2000*, SO 2000, c 41 ("ESA").
- 1.2. **Scope:** This Policy applies to the Platform and CCCC as an operator of a job posting platform, as defined by the *ESA*. This Policy applies to all reports of fraudulent job postings submitted to CCCC through the Platform. This Policy exists for transparency and does not constitute legal advice. Platform Employers remain responsible for ensuring that all job postings comply with all applicable laws and regulations. CCCC is not responsible for ensuring job postings on the Platform comply with the *ESA* requirements.
- 1.3. **Policy Validity:** This Policy is effective from July 3, 2026.

2. Definitions

- 2.1. **ESA:** *Employment Standards Act, 2000*, SO 2000, c 41.
- 2.2. **Fraudulent Job Posting:** Any job posting with the intent to defraud for an improper purpose. For the purpose of this Policy, this term encompasses any job posting created with the intention to mislead. Fraudulent job postings include, but are not limited to postings that:
 - Misrepresent the employer, position or compensation;
 - Request payment for fees, training costs, deposits, financial information or personal banking information from applicants;

- Request sensitive personal information (e.g. social insurance numbers) as a condition of applying or being selected for the position;
- Impersonate legitimate organizations or use fictitious company names;
- Engage in scam-related recruitment activity;
- Are created for data harvesting or phishing purposes; and
- Materially mislead applicants regarding employment terms, including false or unrealistic claims about compensation, employment duties, benefits or work arrangements.

2.3. **Platform:** Christian Charity Jobs website (christiancharityjobs.ca).

2.4. **Platform Employer:** Any entity or individual using the Platform for the purpose of advertising employment positions on the Platform.

1.1. **Platform Job Seeker:** Any person accessing the Platform for the purpose of applying to employment positions advertised by Employers on the Platform.

1.2. **Platform Manager:** Member of CCCC who oversees the Platform and manages reports and investigations of Fraudulent Job Postings.

1.3. **Platform User:** Any person accessing the Platform.

2. Addressing Fraudulently Publicly Advertised Job Postings

2.1. CCCC provides the Platform to Platform Users for the purpose of advertising employment opportunities at Platform Employers to Platform Job Seekers. CCCC does not:

- Guarantee the accuracy or legitimacy of all job postings on the Platform;
- Independently verify every job posting on the Platform; or
- Assume responsibility for Platform Employer compliance with applicable employment legislation and regulations, including but not limited to employment postings.

2.2. As operator of the Platform, CCCC is responsible for;

- Monitoring employment postings on the Platform;
- Reviewing reports on Fraudulent Job postings;
- Investigating and determining appropriate action on reports of Fraudulent Job Postings;
- Removing or disabling postings deemed fraudulent or non-compliant; and
- Ensuring its own compliance with applicable legislation, including as an operator of a job posting platform pursuant to the *ESA*.

2.3. CCCC encourages Platform Users to promptly report any Fraudulent Job Postings to CCCC. All reports must be submitted to CCCC using the report template in **Appendix "A"** (the "Report").

2.4. Upon receipt of a Report or discovery of a potentially Fraudulent Job Posting, the Platform Manager will review the Report and the job posting. If, in his or her sole discretion, the job

posting is deemed to be a Fraudulent Job Posting, CCCC may engage in remedial action, including but not limited to:

- a) Immediately removing the Fraudulent Job Posting from the Platform;
- b) Contacting the Platform Employer to assess legitimacy;
- c) Blocking and/or restricting future postings made by the Platform Employer.

3. Policy Amendments and Retention

- 3.1. CCCC reserves the right to amend or update this Policy at any time. All updates will be communicated promptly, and it is the responsibility of CCCC to adhere to the updated policy. Any questions regarding an updated policy should be directed toward the Platform Manager at christian.malleck@cccc.org.
- 3.2. All versions of this Policy shall be retained for three (3) years after the Policy ceases to be in effect.

Appendix “A”

CCCC FRAUDULENTLY PUBLICLY ADVERTISED JOB POSTING POLICY REPORTING

CCCC recognizes the need to report fraudulently advertised job postings on the Christian Charity Jobs website (the “Platform”). Platform Users are required to complete this report (“Report”) to document any potentially fraudulent job posting on the Platform and send it to the Platform Manager (christian.malleck@cccc.org) for preliminary assessment.

This Report supplements the terms outlined in the Fraudulently Publicly Advertised Job Posting Policy (the “Policy”). The Policy and the submission of this Report are for transparency purposes and do not constitute legal advice. Employers remain responsible for ensuring that all job postings comply with all applicable laws and regulations.

Please include relevant URLs, screenshots, descriptors, or other supporting evidence to contribute to the investigation.

Date	<i>Date of submission.</i>
Name and Contact	<i>Please include your name and preferred contact information.</i>
Posting	<i>Please identify the fraudulent job posting using the URL or other identifying information. Please identify the job title and employer name.</i>
Report	<i>Please provide a description of the concern and any supporting evidence. Please include any relevant dates. Please attach supporting evidence in jpeg or PDF format and send it with this Report to the Platform Manager.</i>

I confirm that the information I have provided in this Report is accurate, complete, and up-to-date. I understand the Platform Manager may contact me about this Report, and may use this report for the purposes of any investigation under the Policy. I understand that the submission of this Report does not constitute legal advice.

Platform User

Signature: _____

Name: _____

Date: _____