	Policy: THRC Job Board Monitoring Procedures	**Date of Issue:** February 5, 2026
	Prepared/Revised By: Human Resources	**Total Pages:** 1
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Policy Statement:

The Halton Resource Connection (THRC) will ensure a consistent method for reviewing and monitoring online job postings for fraudulent activity on the THRC Job Board.

Procedures:

Job postings will be reviewed and monitored by THRC using the following procedures:

1. THRC staff will regularly review job postings to identify potential fraudulent activity, such as unusual contact information, suspicious requests, or inconsistencies.

2. Ensure a clear and accessible method is in place for website users to report suspected fraudulent postings. This may include a dedicated email address, reporting button, or online form.

3. Confirm receipt of user reports and provide an estimated timeframe for review.

4. Outline the process for assessing reports, including verification of employer information and cross-checking details.

5. Remove or disable access to postings that are confirmed or reasonably suspected to be fraudulent.

6. Notify the Systems team when a fraudulent posting is identified or reasonably suspected.

7. Maintain internal records of reports, investigations, and outcomes to support compliance and continuous improvement.

8. Periodically review and update fraud-prevention measures, including filters, verification steps, and user education.