

Policy on Fraudulent Publicly Advertised Job Postings

Last updated: June 16, 2026

1. Purpose

The Ontario Dental Association's (the "ODA") Job & Ad Board located at www.oda.ca, as well as the classified section of its print journal *Ontario Dentist*, (collectively, the "Job Board") exist to help advertise opportunities related to dental practices, including but not limited to job opportunities.

ODA is a passive conduit for the publication of job postings and other professional opportunities. ODA does not endorse, and is not responsible for the accuracy or legitimacy of any content that appears on the Job Board. Nevertheless, ODA does its best to reduce the risk of fraudulent job postings and to respond appropriately to any related concerns.

The purpose of this policy is to outline how ODA will address job postings that are suspected to be fraudulent and how Job Board users can report them.

2. Application

This Policy applies to all users of the Job Board or of any part thereof, including ODA members and non-members.

3. What is a "Fraudulent" Job Posting?

A fraudulent job posting generally refers to a job posting that is intended to mislead, deceive or defraud for an improper purpose – in other words, a scam. A fraudulent job posting might include, for example, an advertisement for a position that does not exist or by someone who is impersonating another individual or organization in order to deceive applicants into sharing personal information for financial exploitation or identity theft.

Users of the Job Board should be aware of and monitor for common signs that a job posting may be fraudulent, such as:

- a position or terms and conditions of employment that are too good to be true,
- a request for money, gift cards or "fees" in order to proceed with an application or to receive an offer,
- a request for sensitive personal information, such as banking information or a SIN, early in the recruitment process,
- the use of pressure tactics, threats or an insistence on secretive communications, or
- email domains, contact details or links to websites that do not match the organization for which the job posting appears to have been made.

4. Policy

All users of the Job Board are subject to and bound by ODA's Job Board Terms of Service (the "**Terms of Service**"). The Terms of Service outline the terms and conditions under which users may access and use the Job Board and related services. In particular, the Terms of Service detail various prohibited uses of the Job Board, including use in a manner that is "misleading, deceptive, fraudulent or otherwise illegal or promotes illegal activities, including engaging in phishing or otherwise obtaining financial or other personal information in a fraudulent or misleading manner or for fraudulent or improper purposes". Submitting, uploading or otherwise providing a fraudulent job posting to the ODA and/or the Job Board is a direct violation of the Terms of Service.

ODA's goal is to provide safe and trustworthy platforms for advertising third party job postings and other professional opportunities. To the extent that ODA becomes or is made aware of a fraudulent job posting, it will take steps to remove the offending posting from the Job Board to the extent possible and/or to prevent its re-publication. ODA will also make reasonable efforts to notify the individual(s) and/or organization who submitted the fraudulent job posting of its removal from the Job Board and of the reason for said removal.

Individuals and/or organizations responsible for submitting, uploading or otherwise providing a fraudulent job posting to the ODA and/or the Job Board may be prevented or prohibited from submitting or providing any further content for posting or publication to the Job Board in ODA's sole discretion.

5. Procedure

If a user has reasonable cause to believe that a job posting on the Job Board may be fraudulent, they are encouraged to report it to ODA by email at websupport@oda.ca.

Reports should include a link to or copy of the job posting in question, the reason(s) why the posting is suspected to be fraudulent, and any other relevant information, screenshots or messages. **Reporters must not include any sensitive personal information in or with their report.**

Once a report is received, an ODA representative will review the report within two (2) business days and begin an investigation, as appropriate. ODA will immediately remove any job posting that is found to be fraudulent from the Job Board. ODA reserves the right to temporarily remove or hide any job posting that is suspected to be fraudulent during the investigation process, if appropriate.

ODA may take action based on the information available and is not required to wait for third party confirmation, particularly where there may be an immediate security or operational risk to the Job Board or its users. In certain circumstances, ODA may also notify law enforcement authorities or direct the reporter to additional reporting resources (e.g., the police, the Canadian Anti-Fraud Centre).

6. Privacy

All reports will be handled in accordance with the [ODA Member and Applicant Privacy Statement](#) or the [ODA General Privacy Statement](#), as applicable.

Reports may be made anonymously. However, where a reporter chooses to divulge their identity or any other personal information, ODA will not share this information with the individual(s) or organization subject to investigation unless required to do so by law.

7. Review and Retention

ODA will review this Policy as often as necessary and reserves the right to revise, update or change its terms at any time and without notice.

ODA will retain a copy of this Policy for three years after it is replaced or otherwise ceases to be in effect.

Effective Date: January 1, 2026