

BACKGROUND SCREENING POLICY

As part of the process of weighing an applicant's qualification and determining his or her suitability for open positions, **COMPANY** requires background checks for all finalists for a position. These background checks are conducted by DDI, Inc, a consumer reporting agency.

All applicants for employment with **COMPANY** are asked to sign a release form authorizing the appropriate background checks. Any applicant who refuses to sign a release form is no longer considered eligible for employment. Applicants also are expected to provide reference from their former employers as well as educational reference information that can be used to verify academic accomplishments and records.

The background check will include verification of information provided on the completed application for employment, the applicant's resume or on other forms used in the hiring process. Information to be verified includes but is not limited to, social security number and previous addresses **COMPANY** will also conduct a reference check and verification of the applicant's education and employment background as stated on the employment application or other documents listed above.

The background check may also include a criminal record check. If a conviction is discovered, a determination will be made whether the conviction is related to the position for which the individual is applying or would present safety or security risks before an employment decision is made.

Additional checks such as a driving record or credit report may be made on applicant for particular job categories if appropriate and job related.

If an applicant is denied employment wholly or partly because of information obtained in a background check conducted by the company's vendor, the applicant will be informed of this and given the name, address and phone number of the vendor to contact if he or she has specific question about the results of the check or wants to dispute its accuracy.

*Any applicant who provides misleading, erroneous or willfully deceptive information to **COMPANY** on an employment form or resume or in a selection interview is immediately eliminated from further consideration for employment with **COMPANY**.*

SSN Trace:

As part of the process for weighing applicants' qualifications and determining their suitability for open positions, **COMPANY** will conduct a SSN Trace to validate an applicant's social security number. If the applicant's social security number is not valid, was issued before the applicant was born or belongs to someone the Social Security Administration says is listed as deceased, the applicant will be given a chance to produce proof of the validity of their Social Security Number before the continuance of the hiring process ceases. Should this situation arise, **COMPANY** suggests that the applicant contact their local Social Security Office for a Form SS-5 to be used for determining proper social security number.

A PSST report will be conducted on each applicant. This report will help provide previous addresses of the applicant and will reveal any discrepancies in information provided by the applicant.

The following characteristics may be subject to rejection for employment by **COMPANY**

1. A PSST report for an applicant details names other than those listed on a resume or application. In this case the applicant may be sharing a social security number that may or may not belong to them. In this circumstance, the applicant will be given an opportunity to provide valid proof that the correct social security number was disclosed. If the applicant cannot provide this information, **COMPANY** may reject the applicant.
2. A PSST report reveals other places of residency that the applicant did not disclose on the application.

Criminal History:

All applicants are required to disclose on the employment application if they have been convicted of or have served time for a felony. If they have, they are required to describe the situation on the application. The application states that this information will be reviewed for job relatedness and time since conviction.

The applicant will be rejected if the applicant discloses or if a criminal history reveals that the applicant has:

1. Any felony conviction in the last 7 years. However, exceptions may be considered in truly unusual cases where the conviction does not reflect upon the applicant's suitability for employment.
2. Been arrested (but not convicted) in the last 7 years for any crime that would have made him / her unacceptable for employment by **COMPANY** if the applicant had been convicted, the manager will make a reasonable effort to determine if the applicant committed the offense. If the manager is not convinced that the applicant did not commit the offense, then the applicant will be rejected for employment.

Previous Employment Reference Check:

Information obtained from checking reference is used to: (1) verify the accuracy of employment; (2) verify and/or identify job related accomplishments, skills, abilities, and characteristics that help establish the applicant's qualifications for employment; (3) determine, evaluate, and ensure that the applicant's overall suitability for the position in question.

The following characteristics may be subject to rejection for employment by **COMPANY:**

- Dates of employment SIGNIFICANTLY disagree with information given on application.
- Job titles/duties SIGNIFICANTLY disagree with what was given by the applicant.
- Reason for termination SIGNIFICANTLY differs from what was given by the employer.
- The previous employer indicates unsatisfactory performance, attitude, or behavior.
- The applicant had a drug or alcohol related termination. **However, an applicant may not be rejected solely because they may have had a substance addiction, such as alcoholism, unless their actual abuse makes them unable or unfit to perform their job responsibilities.** Rehabilitated substance abuse addicts are protected from employment discrimination by the American with Disabilities Act.

Driving Records:

An applicant's driving record is very important to **COMPANY**. All necessary applicants will have a motor vehicle background check completed on them. Any instances of any one of the following events or combination of events in the past 12 months may be reason for disqualification.

- Suspended license
- Driving Under the Influence charge
- Revoked license
- Maximum amount of points allowed in a state (this will depend on the type of violation and the timeframe)

***If your company is regulated by the Department of Transportation, please contact DDI, Inc for a policy that coincides with DOT Regulations.*

Credit History:

Applicant credit history is very important to **COMPANY** in determining suitability for employment. A history of personal finance irresponsibility as demonstrated by four or more instances of any one of the following events in the past 24 months may be reason for disqualification.

- Profit and loss write-offs (Uncollected debt is written off by a creditor)
- Accounts sent to collections
- Public record judgments (Tax liens and public judgments for civil action)
- Bankruptcy

COMPANY is aware that occasionally there are extenuating circumstances such as divorce or medical crisis that may affect an individuals credit history. If **COMPANY** believes these circumstances influenced the credit history of a highly desirable applicant, then **COMPANY** will do more interviewing and questioning of the applicant to determine the circumstances and whether an exception should be made.

Workers Compensation

All new **COMPANY** workers are required to undergo a medical review process prior to receiving an employment start date.

The process, as described below, is structured to conform with the American with Disabilities Act (ADA 1990) and subsequent rules and regulations published July 26, 1991.

No medical inquires will be made or workers' compensation information gathered until after a conditional job offer (CJO) has been given to the applicant. After the CJO, the individual will be required to fill out **COMPANY** standard conditional job offer medical form.

I. Conflicting Information Present

- a. After the CJO/Medical Review Form has been completed, a personnel officer will review it. The personnel officer will conduct a worker's compensation claims history search in the states where the applicant form indicates work was performed.
- b. If the medical review form completed by the individual indicates no workers' compensation claims filed and the information sources indicate the contrary, the applicant will be notified, and given the source of the records. The job offer will be suspended for two weeks until the individual can contact the source of record.
- c. If at the end of the two weeks, **COMPANY** has not heard from the individual, the offer will be withdrawn.
- d. If during the two weeks, the original source of the information provides corrected information supporting the individual and/or the personnel director believes, based on compelling evidence, that the candidate is truthful, the process is allowed to continue with next step.

II. No conflicting information present

- a. The personnel office will either require an examination by a health professional or issue a start date according to the following parameters.

Medical Evaluation

After the verification process, **COMPANY** requires a full medical examination by a certified health professional of all employees. The depth and scope of the examination may vary depending upon the nature and the seriousness of the injury exposed by the examination or injury such as:

- Has had an injury to back, neck, knee or hands.
- Has had the presence of an illness related to the repetitive motions such as carpal tunnel syndrome.
- Has had musculo-skeletal surgery involving a hospital stay.
- Other serious illness and injuries that may be exposed during the employment medical exam history.

Medical Examination Results

If the health professional discovers that the individual understated, omitted, or provide false information on the medical review form, the personnel officer is to be notified. The personnel officer will investigate the allegations and, if confirmed, rescind the job offer.

Working with the individual's job description, the medical professional is to assess the individual's condition and make a recommendation to the personnel officer as to fitness for duty. If the medical professional believes the candidate:

- Is unable to perform the essential functions of the job (with accommodations, if requested).
- Is a threat to themselves or others.

The personnel officer will inform the candidate and rescind the job offer. If accommodation is involved, the personnel officer will review **COMPANY'S** policy # and respond accordingly.

Medical Records

Results of the medical evaluation, including the CJO/Medical Review Form, will be kept in a secure file system isolated from other personnel files. Access will be allowed only to designated employees in the personnel department and to the employee's supervisor on a need-to-know basis. Records of individuals not hired because of the medical review process will be kept to a minimum of two years.