

SOUTHWESTERN UNION CONFERENCE BACKGROUND CHECK POLICY AND AUTHORIZATION

All offers of employment at Southwestern Union Conference are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and on all employees who are promoted, as deemed necessary.

Background checks will include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number (if more than one) of convictions.
 - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.

The following additional background searches will be required if applicable to the position:

- **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
- **Credit History:** confirms candidate's credit history. This search will be run for positions that involve management of Southwestern Union Conference funds and/or handling of cash or credit cards.

Procedure

Final candidates must complete a background check authorization form and return it to Human Resources.

Human Resources will order the background check upon receipt of the signed release form, and either internal HR staff or an employment screening service will conduct the checks. The Office Manager and the director of Human Resources will review all results of the check.

In instances where negative or incomplete information is obtained, the appropriate management and the director of Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair

Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service (if applicable).

Southwestern Union Conference reserves the right to modify this policy at any time without notice.

**DISCLOSURE OF INTENT TO OBTAIN
CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS**

For employment purposes, the Southwestern Union Conference may obtain consumer reports on you as an applicant or from time to time during employment. "Consumer reports" are reports from consumer reporting agencies and may include driving records, criminal records, etc.

For such employment purposes, the Southwestern Union Conference may also obtain investigative consumer reports. Some reference checks by a consumer reporting agency fall into this category. An "investigative consumer report" is a consumer report in which information as to character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, personal associates, acquaintances, or others. You have a right to request disclosure of the nature and scope of an investigation and to request a written summary of consumer rights.

AUTHORIZATION

I authorize the Southwestern Union Conference to obtain consumer reports and / or investigative consumer reports regarding me from time to time for employment purposes.

Signature: _____ **Date:** _____

Print Name: _____

BACKGROUND CHECK POLICY AND PROCEDURE *(Employee Handbook, page 15)*

To ensure that individuals who join the Southwestern Union Conference are well qualified and have a strong potential to be productive and successful, and to further ensure that the Southwestern Union Conference maintains a safe and productive work environment that is free of any form of violence, harassment or misconduct, it is the policy of the Southwestern Union Conference to perform pre-employment screening and credentials verification on all applicants who are offered and accept an offer of employment. A pre-employment background check is a sound business practice that benefits everyone. It is not a reflection on a particular job applicant. Therefore, all offers of employment are conditioned upon the receipt of a pre-employment background screening investigation that is acceptable to the Southwestern Union Conference. Any applicant who refuses to sign a release form will not be eligible for employment.

All pre-employment background screenings are conducted by a third party to ensure privacy. All screenings are conducted in strict conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal anti-discrimination and privacy laws. All reports are kept strictly confidential, and are only viewed by individuals who have direct responsibility in the hiring process. All screening reports are kept and maintained separately from your personnel file. Under the **Fair Credit Reporting Act (FCRA)**, all background screenings are done only after a person has received a disclosure and has signed a release. In addition, you have certain legal rights to discover and to dispute or explain any information prepared by the third-party background-screening agency. If the Southwestern Union Conference intends to deny employment wholly or partly because of information obtained in a pre-employment check conducted by the company's consumer reporting agency, the applicant will first be provided with a copy of the background report, a statement of rights, the name, address and phone number of the consumer reporting agency to contact about the results of the check or to dispute its accuracy. The Southwestern Union also reserves the right to conduct a background screening any time after you have been employed to determine eligibility for promotion, reassignment or retention in the same manner as described above.

Applicants also are expected to provide references from their former employers as well as educational reference information that can be used to verify academic accomplishments and records. Background checks may 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. Southwestern Union may 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. A criminal conviction does not necessarily automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related. Employment screening assessments to determine an applicant's job fit may also be required of applicants for employment. Skills tests related to the demands of the job may also be required.

The Southwestern Union Conference relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment, including any oral interviews. Any misrepresentations, falsifications, or material omissions in any of the information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

In addition, in order to ensure a safe and profitable workplace, all employees are required to report to the office manager if they are arrested and or charged for any criminal offense, except for minor traffic offenses unless the employee is in a driving position. Driving position is any position where the employee drives on company time or for the benefit of the company.

If an employee is arrested or charged for any offense, the employee must report the arrest or charge to the office manager and submit a police report or other documentation concerning the arrest and /or charges. The report must occur within two business days of the arrest. The Southwestern Union Conference will not take any adverse action based only upon the fact of an arrest. Any action will be based upon the underlying facts of the arrest.

Noncompliance with the above stated requirement constitutes ground for termination. Furthermore, misrepresentation of the circumstances of the events can serve as ground for termination. Employees that are unavailable for work due to incarceration are subject to suspension or termination.

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