**Background Check Policy**

Candidates who are made a contingent offer of employment will be required to successfully complete background checks related to their suitability and fit for the job they are being offered.

Background checks may include:

* professional or personal references,
* an education or prior employment verification,
* motor vehicle check,
* credit check,
* social security verification, or
* criminal history check.

Not all of these checks are appropriate for every position. Human Resources procedures are in place to ensure each background check is appropriately evaluated based on the individual position.

Criminal background checks (are/are not) completed annually on current employees. Employees are instructed to bring pending charges or convictions to the attention of the Human Resources Department. In some cases, a charge may result in an employee’s suspension until the charge is resolved. In some cases, termination may result.

Background checking results and supporting documentation is kept separately from the employment file. Background check results may be discussed with a manager if there is a need for manager assistance to determine the appropriateness of placement. Background check information will not be disclosed to managers other than for a specific business need.

All candidates will sign any required and relevant background check release forms prior to any checks.

In all cases, criminal background check results which may affect hiring, promotion, placement or ongoing employment will be reviewed based on the job itself, as well as the likelihood of risk to employees or others. The time lapsed since the incident, any evidence of rehabilitation (this will include talking to the candidate or employee), as well as the number of infractions will also be taken into consideration.

In the case of a background check conducted by a third-party agency resulting in a potential adverse action, the employee will be notified according to FCRA requirements with both pre-adverse action and adverse action notification (if applicable) in order that they may review the background check to correct any inaccurate information.

Reviewed for NC/SC law only.