

3.11 Background Checks

Policy:

It is the policy of Licking Knox Goodwill Industries, Inc. to conduct background checks on all persons who are offered a position within the organization.

Procedure:

When an offer of employment is made, the Human Resource Department will require the individual to complete the Background Check Release Form.

The Human Resource Department will conduct a background check. This will be completed after the applicant accepts the position. Each offer of employment will be made with the mutual understanding of both the applicant and the Licking Knox Goodwill Industries, Inc. representative, that the offer is contingent upon results of the background check.

Persons offered employment at certain contract sites will complete the site-specific security check system in place of the system described in this policy.

Persons offered a position that requires the handling of funds will be required to complete a credit history check in addition to the normal background check. This includes positions in Retail Management, Finance, Payroll and Support Team areas.

Positions that mandate specific educational requirements, professional licensure, or certification will require verification of credentials through a qualified third party vendor and a review of the applicant's background.

The positions of CEO/President and Director of Finance will complete a criminal background, credit history and employment history check.

As per Policy 14.2, *Authorized Drivers*, drivers' abstracts MUST be performed on all potential drivers prior to employment.

If information found through a background check indicates that a problem could be created by the placement of the employee at the site he/she was hired for, the placement will be reconsidered. Licking Knox Goodwill Industries, Inc. reserves the right to deny employment or to place the employee at an alternate site.

Only the Director of Human Resources and/or the CEO/President have the authorization to deny employment based on information from a background check.

Candidates for retail management positions including Director of Retail, Retail Coordinator, Store Manager, Assistant Store Manager, and Shift Manager will be subject to more stringent guidelines when reviewing background checks. Any prospective new employee or current employee who is being considered for a promotion that has filed for bankruptcy in the past seven years or who has been convicted of any theft charge (misdemeanor or felony) will be denied employment in a retail management position. Decisions regarding employment outside of the retail area at Licking/Knox Goodwill Industries will be made on an individual basis, considering the facts and circumstances surrounding each employee's situation.

Licking/Knox Goodwill Industries, Inc. reserves the right to conduct employment history and/or credit history checks on any candidate for employment. This information will be used to

determine the employability and/or proper job site placement of individuals within the organization.