



TOGETHER, WE ARE FEEDING CHILDREN EVERYWHERE.

PRE-EMPLOYMENT BACKGROUND SCREENING POLICY

Purpose

Feeding Children Everywhere believes that hiring qualified individuals contributes to our overall success. Background checks serve as an important part of the selection process. The information we collect helps Feeding Children Everywhere promote a safe work environment for our current and future employees. Background checks also help us obtain information necessary to determine an applicant's overall employability and to ensure the protection of Feeding Children Everywhere's physical property, proprietary information and other assets. Feeding Children Everywhere complies with all applicable federal, state and local laws, including fair employment practices and equal employment opportunity, when conducting background checks.

Scope

All employment offers are contingent upon the applicant's completion of the applicable pre-employment screening process.

Procedure

At Feeding Children Everywhere background checks will be conducted on all job applicants. Feeding Children Everywhere will use a third-party agency to conduct the background checks to verify the accuracy of the information provided by the applicant during the selection process. Information collected by the agency includes SSN validation, national and county criminal records, sex offender list, terror watch list, and address history. Background checks are conducted in compliance with all applicable federal and state statutes, such as the Fair Credit Reporting Act and the Americans with Disabilities Act.

ARREST AND CONVICTION RECORDS

Feeding Children Everywhere may check criminal arrest and conviction records as part of the applicant selection process. In considering whether to hire an applicant who has been convicted of a criminal offense, Feeding Children Everywhere will consider, but not be limited to the following factors:

- The relevance of a criminal conviction to job duties
- The date of the most recent offense and employment history since the commission of the crime
- The nature of the offense
- The accuracy of the information provided on pre-employment forms

Any material misrepresentation or omission on any employment application materials, including but not limited to the job application, resume, or vita, may be grounds for rejection of the application or termination of any subsequent employment with Feeding Children Everywhere. In some cases, the third-party agency may uncover information that may disqualify an applicant from employment consideration. In such a case, Feeding Children Everywhere will notify the applicant of the information and provide a minimum of five days for the applicant to refute, explain, or correct the information.

CREDIT REPORTS

Feeding Children Everywhere may collect credit information on applicants consistent with the guidelines set forth by the federal Fair Credit Reporting Act (FCRA). If the results of the credit check are negative, Feeding Children Everywhere will inform the applicant before taking adverse action based on the results, provide the applicant with a Statement of Consumer Rights from the Federal Trade Commission, offer the applicant the opportunity to review a copy of the credit report, and advise the applicant of his or her rights to dispute inaccurate information. Applicants will have a minimum of 5 days to dispute the information.

EMPLOYMENT HISTORY AND REFERENCES

Feeding Children Everywhere may collect information from previous employers and other sources limited to that which is job-related and pertains to the quality and quantity of work performed by the applicant and to the applicant's attendance record, education and other lawful, work-related inquiries on applicants consistent with the guidelines set forth by the federal Fair Credit Reporting Act (FCRA). The human resources department along with appropriate management personnel will be primarily responsible for the collection of information on employment history and references.

RECORD-KEEPING

Feeding Children Everywhere assures applicants that all information obtained from the background check process will only be used as part of the employment process and will be kept strictly confidential. Feeding Children Everywhere's human resources will maintain a log that will include your name and the date of the background check. Only appropriate human resources personnel at Feeding Children Everywhere will have access to this information. Feeding Children Everywhere complies with all federal and state laws regarding the collection, storing and disposal of applicant information, such as the Fair and Accurate Credit Transactions Act (FACTA).