

SCREENING AND BACKGROUND CHECK POLICY

Section 1: General Provisions

Our screening and background check policy helps us get insight into candidates' backgrounds to ensure we hire reliable employees, verify candidates' information for truth and accuracy, and screen candidates convicted of serious criminal behavior.

We shall hire a reputable and reliable background check provider with consideration to cost, legality, turnaround time, and commitment to confidentiality. Background checks may include criminal records, credit reports, drug testing, verification reports (e.g., identity, previous employment, education, etc.), driving records, and reference checks. Background checks may be specific to certain positions for hire. Results from background checks will be used to select and retain the most qualified employees for the purpose of maintaining a safe and productive environment.

Prospective employees will be required to give written authorization for background checks. Written authorization will remain valid throughout the employee's employment with Real Life Research Institute. We shall conduct background checks on all candidates who pass the interview stage, without discriminating against any candidate. We shall also give candidates information and an opportunity to dispute or address any issue arising from the results of the background check.

We shall further abide by any specific country's laws requiring candidates to have an offer of employment before background checks can be conducted.

Criminal record checks will be essential if candidates are interviewed for positions in which they will:

- Directly participate with children or program participants
- Represent our organization with clients and stakeholders
- Have access to sensitive and confidential information
- Handle money and finances

Section 2: Procedures

We aim to be transparent and respectful of the rights of candidates within our hiring process. Hiring managers will consider convictions, and not arrests, when reviewing a candidate's background check.

Hiring managers shall consider the following procedure for background screening:

1. Whether a background check is needed, and if so, what type of checks
2. Job ads shall note that background checks will be required before employment
3. Hiring managers will contact final candidates to get written permission for background checks and to explain the process.
4. Candidates who refuse to go through background screening will not be considered for the position.
5. Once the hiring managers inform candidates of their decisions, they will ensure they get copies of their background check reports. Hiring managers will let candidates know how to dispute the report.
6. Hiring managers shall clarify to candidates that a clean background check does not guarantee employment, unless they have already received a job offer.

Section 3: Findings

Hiring managers will consider the organization's interests when weighing the seriousness of any issues uncovered from background checks.

Candidates shall be informed of the result of their background check and whether they will move on to the next hiring phase. Background providers will be required to give candidates copies of their results.

Criminal records do not mean automatic disqualification unless it is a serious criminal act, such as sexual assault. We shall use the following criteria to judge the substance of criminal records:

- The number of repeated offences

- The time elapsed since the last conviction
- How does the criminal conviction relate to the position
- The age of the applicant at the time of the offense
- Facts or circumstances surrounding the offense
- How the offence relates to Real Life Research Institute's interest in protecting property, and the safety and welfare of other employees or the public

All background checks will be subject to confidentiality and data protection policies.

