

## **Background Check Policy**

**Revised and Approved April 2020**

**Purpose:** to enable PEEC to confidently use the talents, abilities and expertise of volunteers and others without compromising the safety and well-being of anyone.

**Applicability:** This policy does not apply to one-time presenters who are supervised at all times by a responsible PEEC representative; performers who are licensed and bonded; employees of licensed and insured entities who may be engaged in contracted work for PEEC or at the nature center; or anyone who is a minor (under the age of eighteen (18) years).

Unless exempted by this policy, all staff (regular employees, casual employees, and adult contractors working with minors) and volunteers, including board members, are subject to a background check and shall not begin their service prior to the completion of that check. PEEC bears the costs of the background check.

All persons for whom a background check is conducted will receive the document titled, "A Summary of Your Rights Under the Fair Credit Reporting Act," and must sign an Authorization for Background Investigation.

### **Responsibilities and Tasks:**

PEEC will:

1. Conduct an initial background check using a professional service.
2. Re-investigate each person covered by this policy in the event they have moved away from Los Alamos for 6 months or more.
3. Not engage any new person as an employee or the responsible person for a PEEC event until the results of the background check have been received.
4. Record in PEEC's database the date the background check was completed with acceptable results.
5. The information received through the background check will be used only for the purposes identified in this policy.

Any person with a history of violence or inappropriate conduct with children will not be engaged in any capacity at PEEC, pending the result of an individualized assessment. As part of the individualized assessment, PEEC will consider the nature and circumstances of the offense(s), employment history before and after the offense, its relation to the potential work at PEEC, rehabilitation efforts, character references, whether an individual is bonded, and the time that has passed since the offense.

If there is something negative found in a person's background, the person will be given a chance to challenge its accuracy, provide an explanation, submit additional information or state why it would not affect the person's ability to do the job.