



Miss Helen's Private School is committed to maintaining a safe, secure, and productive work environment for all employees and customers. To support this commitment, the company conducts background checks on all prospective employees and maintains guidelines regarding the hiring of individuals with felony convictions.

### **Scope**

This policy applies to all job applicants and candidates for employment at Miss Helen's Private School, including full-time, part-time, temporary, and contract positions.

### **Background Check Policy**

1. **Authorization:** All job applicants must consent to a background check as a condition of employment.
2. **Scope of Background Checks:** Background checks may include, but are not limited to:
  - Criminal history (federal, state, and local records).
  - Employment history verification.
  - Education and credential verification.
  - Reference checks.
  - Drug screening (if applicable to the role).
3. **Timing:** Background checks will be conducted after a conditional offer of employment has been extended, unless otherwise required by law or regulation.
4. **Third-Party Vendors:** Background checks will be performed by a reputable third-party vendor compliant with FCRA and other applicable laws.
5. **Adverse Action Process:** If information from a background check may lead to the withdrawal of a conditional job offer, the applicant will be notified in accordance with FCRA requirements, including:
  - A copy of the background check report.
  - A summary of rights under FCRA.
  - An opportunity to dispute or explain the findings before a final decision is made.

### **Policy on Hiring Individuals with Felony Convictions**

1. **General Restriction:** Miss Helen's Private School generally does not hire individuals with felony convictions, as certain convictions may pose risks to workplace safety, security, or the company's reputation.
2. **Individualized Assessment:** In cases where a felony conviction is identified, the company will conduct an individualized assessment to determine whether the conviction disqualifies the applicant. Factors considered include:
  - The nature and severity of the offense.
  - The time elapsed since the conviction.
  - The relevance of the offense to the job duties.



- Evidence of rehabilitation or good conduct since the conviction.
- 3. **Exceptions:** Exceptions to this policy may be made at the discretion of Senior Management, particularly for roles where the conviction is unrelated to job responsibilities or where the applicant demonstrates significant rehabilitation.
- 4. **Compliance with Laws:** This policy will be administered in compliance with applicable laws, including but not limited to Title VII of the Civil Rights Act, the Equal Employment Opportunity Commission (EEOC) guidelines, and state “ban-the-box” or fair chance hiring laws.

### **Confidentiality**

All information obtained through background checks will be kept confidential and shared only with individuals directly involved in the hiring decision. Records will be stored securely and disposed of in accordance with applicable laws.

### **Policy Violations**

Failure to disclose accurate information during the background check process or misrepresentation of criminal history may result in the withdrawal of a job offer or termination of employment if discovered after hire.

### **Policy Review**

This policy will be reviewed annually to ensure compliance with changing laws and regulations. Miss Helen’s Private School reserves the right to modify this policy at any time.

### **Contact**

For questions about this policy, please contact the [director@misshelens.com](mailto:director@misshelens.com).

---