

BACKGROUND SCREENINGS

Purpose:

McAlister conducts pre-employment and on-going background screenings that are relevant to proper certifications and clearances to the work we do.

The policy outlines guidelines for investigating job candidate's backgrounds as part of the hiring process, as well as guidelines for on-going background screenings for active employees in accordance with federal, state, company and customer regulations.

Policy:

The background screening policy applies to candidates who go through McAlister's hiring process. It also applies to active employees who are subject to on-going screenings during the course of employment with McAlister.

Background checks may include: criminal records, credit reports, drug testing, driving records, reference checks and verification reports (e.g. identity, previous employment, education, social security number).

Conducting Background Checks:

Managers will complete background screening releases with a candidate once a candidate has successfully interviewed for the position.

Active employees may complete certain releases annually, while other releases that were completed at the new hire phase are applicable for the entire course of employment with McAlister. Completed releases are submitted to the McAlister Home Office for processing.

Upon satisfactory results during the initial processing phase, a candidate will progress to the next phase in the hiring process. During the hiring process, candidates are not required to pass each of the backgrounds before McAlister hires them. A candidate may start employment while some backgrounds continue to be in process. Continued employment is contingent upon on all backgrounds being successfully ran and all information received satisfactorily meeting all federal, state, company and customer regulations.

McAlister will judge the substance of any results on factors, including but not limited to: Number of occurrences for the same offense; time elapsed from the most recent occurrence; how the occurrence relates to the position.

McAlister Responsibilities:

Managers will inform candidates that backgrounds screenings are required for the position they are applying for. Managers will complete the appropriate releases with the candidate upon successful completion of the job interview and annually thereafter.

Backgrounds are conducted using third party vendors in accordance with company and customer regulations. Managers or Human Resources will inform candidates and employees of the results of their backgrounds and applicable next steps in the process (reject; move forward with the hiring process; continue employment; disciplinary action; termination of employment).

Background Findings:

A manager may contact a candidate to discuss the results in the case of minor discrepancies. If the candidate answers satisfactorily, they may still be hired. If a candidate refuses to go through background screenings, the candidate will be informed that they are no longer being considered for employment.

Active employees are subject to annual background checks and recertification. In cases where results indicate any discrepancies, a manager may contact the employee to discuss the results. If the employee answers satisfactorily, employment may not be disrupted. If the employee does not answer satisfactorily, disciplinary action, up to and including termination may occur.

In cases where the discrepancy continues to be in progress with an unknown resolution or the company feels the discrepancy is not in line with our standards, disciplinary action up to and including termination may occur.

Should additional information be obtained after the discrepancy was initially deemed satisfactory and the company then feels the discrepancy is not in line with our standards, disciplinary action up to and including termination may occur.

If an active employee refuses to go through on-going background screenings, the employee may be terminated.

Background Results:

Candidates or employees may request a copy of their results when completing the release forms. Should a candidate or employee wish to dispute any results found, McAlister will provide information to them on the dispute process.