
BACKGROUND CHECK POLICY

It is the policy of The Collaborative Charter Services Organization (“CSO”) to provide a safe working environment and CSO community.

Criminal Background Check

All CSO employees will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the CSO’s commitment to the safety and the well-being of staff taking precedence over all other considerations.

Conditions that prohibit working at the CSO include conviction of a controlled substance, sex offense, or a serious or violent felony. For certain marijuana-related convictions over two (2) years old, the conviction will not be considered. Additionally, should an employee, during his/her employment with the CSO, be charged or convicted of any offense, the employee must immediately report the charge or conviction to the Director of Human Resources.

Credit History Check

Newly hired employees for positions that meet the following requirements as outlined in the job description may be required to undergo a credit history check as part of the onboarding process:

- The job position may require the employee to be a signatory on the CSO’s bank or credit card accounts;
- The job position may require the employee to transfer money on behalf of the CSO;
- The position may require the employee to enter into financial contracts on behalf of the CSO.

This policy applies to new employees and continuing employees applying for job positions subject to this requirement, unless the employee has previously been cleared through a credit history check with the CSO.

After a determination is made, the custodian of records on behalf of the CSO shall destroy the credit history check and maintain only a certification showing that the check was made, the date it was performed, and whether the individual was eligible for the position based on the results of the check.

The CSO will maintain a high level of confidentiality to best protect the privacy of the individual.