



Background Check Policy

1. Introduction

International Peace Institute (IPI) determines for each position in the company whether a criminal history background check is required based on the type of position, business necessity and applicable state laws. When a criminal history record check is required, the internal or external applicant for the position must authorize in writing this background investigation using the company-provided form.

The following factors will be considered for those applicants with a criminal history in determining whether to hire the external applicant or transfer or promote the internal applicant: the nature of the crime and its relationship to the position; the time since the conviction; the number (if more than one) of convictions; and whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business. The applicant will be given an opportunity to review the criminal background check results and submit an explanation. If any applicant is found to have falsified any information regarding conviction history, the applicant will not be considered for employment. If an employee seeking a transfer or promotion to a position requiring a criminal history record check is found to have falsified any information regarding conviction history, the employee may be immediately discharged.

2. Recordkeeping

IPI guarantees that all information attained from the reference and background check process will only be used as part of the employment process and kept strictly confidential. Human resources will maintain a log that will include the position you are applying for, your name, and the date of the background check. Be aware, only appropriate human resource personnel at IPI will have access to this information.

3. Policy Review

This policy will be reviewed at least annually to ensure effectiveness and that its continued application and relevance to IPI.