**4.11 PRE-EMPLOYMENT INQUIRIES/CRIMINAL OFFENDER RECORD**

**INFORMATION (CORI) POLICY**

**Purpose:**

To explain the company’s Pre-Employment Inquiries/Criminal Offender Record Information (CORI) Policy.

**Policy:**

The Company is an equal opportunity employer. It is the policy of this Company to hire qualified candidates for employment.

The Company does not discriminate against an employee or applicant based on race, color, religion, sex, sexual orientation national origin, physical or mental handicaps, marital status, or military or political affiliation.

Job applicants will be assessed on the basis of their ability to perform the job for which they are interviewing without regard to non-job-related criteria. The employee's opportunity to work at the Company will not be jeopardized by the employee's refusal to answer a non-job-related question, with the exception of criminal record (see below).

Information received from Criminal Offender Record Information (CORI) and/or the state registry (for applicable states only) will be reviewed by the Administrator or designee. Reports containing no “negative” findings will be filed in a separate, confidential, personnel file, and applicant will be considered for employment. Reports that have any other findings will be reviewed by the Administrator or designee. Applicants will not be “automatically” rejected because of past criminal records. Each applicant’s record will be reviewed on a case-by-case basis. Criteria used to make a decision include, but are not limited to: references, applicant interview, no history of criminal judgments for the past ten years, and recent work history. Reports of abusive behavior, violent criminal judgments, or incarceration are reasons to reject the applicant.

Under no circumstances will an applicant/employee begin employment before the CORI results are obtained and reviewed.

If CORI is required by state/federal regulations then a Consent form is signed by job applicants before background check is done.