

## **Background Check (Criminal History and Driving Records) Policy**

Background checks are conducted to promote a safe work environment and to protect **Grassroot Connections** most important assets: the people we serve and the people with whom we serve. They assist Grassroot in making prudent volunteer decisions based upon more comprehensive job-related information.

Prior to committing as a volunteer, all candidates must complete a satisfactory background check. An offer of acceptance of a volunteer, is contingent upon the following:

- The candidate's signing of a background check consent form. **Grassroot Connections** reserves the right to modify and revise the consent form as needed.
- A determination by **Grassroot Connections** that the candidate's criminal history does not preclude him/her from employment or volunteering with **Grassroot Connections**.

In addition, if the Grassroot Connections knows or has reason to believe that a volunteer has a criminal conviction that was not previously disclosed to us, that individual will also be requested to consent to a background check(s) as described above, or may terminate the relationship with the volunteer. **Grassroot Connections** specifically reserves any and all rights to conduct criminal background checks regarding volunteers without the consent of such individuals, as permitted by law.

All staff and volunteers wishing to drive a vehicle must be twenty-one (21) years of age and must have their driving record checked to prove it is clear of moving violations for a minimum of three (3) years.

Adherence to this policy by **Grassroot Connections**, its volunteers, or others, shall in no way limit **Grassroot Connections** right to require additional information or to use procedures currently in place or other procedures to gain information concerning criminal activities or other background information concerning volunteers.