



POLICY NAME	Background Checks	POLICY NUMBER	HR-512
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POLICY

It is the policy of New Story (including all affiliations and subsidiaries across all schools; herein referred to as New Story or Company) that background checks are initiated prior to hire and on an on-going basis thereafter, pursuant to state law and as required by regulation or determined to be necessary in the sole discretion of the company. Background checks are conducted to comply with licensing and regulatory requirements, to select and retain the most qualified team members, and to ensure a safe and productive working environment for team members and students.

Background checks will be conducted by the Company or a third-party vendor. As such, candidates (post-offer) and team members may be subject to a consumer report or investigative consumer report. The Company will conduct all third-party background checks in accordance with the Fair Credit Reporting Act (FCRA), other applicable federal and state laws, and Company policies and procedures.

DEFINITIONS

Child(ren): for purposes of this policy, the definition of 'child(ren)' will be any individual receiving services that is under the age of 21.

PROCEDURES

Criminal Background Checks

Criminal background checks are required based on local and state requirements, program regulations and internal policies. State and federal criminal background checks are initiated following an offer of employment but prior to the first day of work. Criminal background checks are renewed as required by program regulation or more frequently as determined by the Company. Team members may not work alone with Children prior to completion of their criminal background check.

If a criminal background check has been delayed by extended administrative agency processing times, the following guidance is provided to ensure the protection of students while a background check is pending. Subject to the procedures described below and **when permitted by state regulatory bodies**, new team members that have otherwise completed all other requirements for employment with the Company may begin work for the Company on a contingent basis by completing fully supervised duties that do not require working with students alone. Such supervised duties include:

- Completing further training;
- Conducting observations of classrooms;
- Assisting team members with paperwork; or

- Assisting other staff as needed, under team member direct supervision.

In the case of duties that may require supervision of students in an outdoor setting, no team member with a pending background check may be left alone with a student outdoors. A team member supervising another team member with a pending background check must be within a thirty-yard radius of all students or have visual contact with each student.

New team members with pending criminal background checks may conduct certain other duties not listed above that do not require working alone with students, so long as they are supervised at all times by a team member. **However, no such team member shall be permitted to be alone with any student unsupervised by a team member (including group settings, or settings indoors and outdoors), until results of all required background screenings are received, reviewed, and approved by the Company, and Human Resources fully clears their background check.**

Convictions revealed on criminal background checks are individually assessed based on regulatory requirements, the nature of the crime committed, the time elapsed since the conviction, and the nature of the position. Following evaluations of these factors, a determination is made regarding an offer of employment or continuation of employment.

Full Employment Contingent on Successful Background Check

The continued employment of such new team member with a pending criminal background check is contingent upon the successful completion and results of all required background screenings. Should background screening results return with indications of barrier offenses or other offenses that in the Company's sole discretion are determined to be incompatible with the job, separation of employment will occur effective immediately.

If the results of all background screenings are not received **within 3 months**, the team member will be placed in an unpaid suspension status until the time all screenings are received and Human Resources fully clears the background check.

Pending Criminal Background Checks

New team members with pending criminal background checks that have otherwise completed all other requirements for employment with the Company may conduct certain supervised duties while their background checks are being processed by administrative agencies, subject to the procedures below:

- The Head of School, or designee, will be responsible for monitoring and assuring that new team members with pending criminal background checks do not work alone with any students until they have been fully cleared by Human Resources.
- Team members that have not received all background checks prior to working are required to wear a **red breakaway lanyard** at all times to be easily identifiable by other team members in the school and classroom. Such red breakaway lanyard must be worn at all times, without exception.
- The Head of School, or designee, will identify a minimum of two (2) other team members within the classroom or within the general area where the team member works to ensure procedures are followed and that the lanyard is worn at all times.
- It is the equal responsibility of the new team member with a pending criminal background check to recognize situations that may require them to work alone with students. If a situation arises

where such new team member is asked to complete a task that may require working alone (i.e., without another team member present in the room or an outdoor setting) with students, or being in a room (or outdoor setting) with students without another team member present, even for a short period of time, the team member **must immediately notify** school administration that an additional team member must be present.

- The school will maintain a supply of red breakaway lanyards made available in the event the team member forgets to bring one to work.

Failure by any new team member or responsible team member to follow any of the above procedures may result in disciplinary action, up to and including immediate termination of employment or decision not to hire such team member.

Obligation to Report Criminal Activity/Charges

Team members are required to report any arrests, charges, or criminal convictions received during their employment to their Supervisor within twenty-four (24) hours of the occurrence, or the first business day following the occurrence. Furthermore, team members are required to report any allegations of abuse or neglect determined to be founded by a governmental regulatory body within twenty-four (24) hours of the occurrence, or the first business day following the occurrence. Team members are not permitted to report to work until this information is reported to their supervisor. The Supervisor will collaborate with Human Resources to evaluate the team member's continued employment status. During the time that the information is being evaluated, the team member will be placed on an unpaid suspension. Failure to report this information may result in disciplinary action, up to and including termination of employment.

National Sex Offender Public Website

All team members are screened prior to their first day of work through the US Department of Justice National Sex Offender Public Website.

Exclusion Checks

Applicable team members will be screened on a monthly basis for Federal and State exclusions checks, as required, to ensure eligibility to participate in federal health care programs. Screenings are conducted and maintained through an automated electronic process whereby payroll data is compared by a vendor against the data contained within the exclusionary sites. Potential matches are closely reviewed to ensure compliance. If it is determined that the team member is excluded from participation in a federal health care program, the team member will be terminated or moved to a position that include job duties that would warrant participation in a federal health care program.

Independent contractors that provide applicable professional services are also screened as indicated above prior to providing services and on a monthly basis thereafter. Proof of screenings will be maintained in the contractor's file or aggregately in a confidential screening file. If it is determined that the contractor is excluded from participation, the contractor will not be permitted to provide services and the contract will be terminated.

Team members and Independent Contractors are required to report in writing to their supervisor or program contact within twenty four (24) hours or the first business day thereafter any change in status or classification as an excluded provider as it would impact their ability to provide services.

Motor Vehicle Clearance

A motor vehicle record check will be conducted following a job offer on team members who drive Company vehicles or utilize a personal vehicle to travel for any reason while on duty. This clearance verifies the team member has a valid driver's license and identifies driving violations that occurred minimally within the past five (5) years. Team members will not be permitted to drive while on duty until this clearance is obtained. Upon review of the results, if the report indicates that the team member is not eligible for employment, they will be immediately disqualified or when possible, considered for a position that is not required to drive while on duty. Eligibility for employment will be at the Company's sole discretion.

Costs associated with obtaining the motor vehicle clearance will be the responsibility of the Company. Results of the motor vehicle record will be maintained in the team member's file.

Team members responsible for operating a company-owned or personal vehicle while on duty, will have a motor vehicle record check conducted prior to driving while on duty and will be enrolled for monthly motor vehicle activity monitoring for driving related violations thereafter.

Team members are responsible to report in writing to their supervisor any changes to their driving status within twenty-four (24) hours from the time they become aware of the change, or the first business day thereafter. These changes may include, but are not limited to, license restrictions, suspension of driving privileges, or revocation of license. Failure to report a change in driving status may result in disciplinary action, up to and including termination. See Policy 310: Motor Vehicle Safety for additional information.

E-Verify

Following completion of the I-9 form, the Company confirms employment eligibility through participation in the Department of Homeland Security's E-Verify system.

Verification of Education, Professional Licenses and Certifications

When hired or transferred into a position requiring a degree, license, or certification, these credentials (education, license, and certification) are verified as part of the background check process.

Professional licenses and certifications that are required for a position are verified prior to services being provided and on an annual basis thereafter. Human Resources will arrange for verification of the license and/or certification status through the appropriate licensing/certification board. If it is determined that the license or certification is not valid, or is not in good standing, the team member will not be permitted to provide services and may be disqualified from employment.

Team members who hold a position that requires a professional license and/or certification are responsible for maintaining the license and/or certification in an active status.

Drug and Alcohol Screenings

A drug screening, performed by a Company-approved provider, is required for all new team members. The drug screening must be completed, and results received prior to the first day of work. Expenses associated with this screening will be paid by the Company. Failure to report for testing or failure to test

negative for drugs, as determined by the medical provider, will disqualify the applicant for employment, except, where prohibited by applicable law.

An individual who is not successful in passing a pre-employment drug screening may be considered for employment only after a period of two (2) years following the positive screening.

Team members are required to submit to drug and alcohol testing under the following circumstances:

- If it is determined that there is reasonable suspicion the team member is under the influence of an illegal drug, alcohol, or a controlled substance while on duty.
- When a team member has self-disclosed illegal drug, alcohol, or controlled substance use and has participated in treatment as recommended through the EAP, in collaboration with the treatment provider.

Drug and alcohol tests must be conducted at a Company approved provider. For additional information, including timeframes for testing, please refer to Policy HR-505: Alcohol and Drug-Free Workplace.

Physical Examinations

Following a job offer, a physical examination, if required by program regulation, will be performed by a Company approved medical provider for all team members who will work directly with students. The test must be performed and completed following the job offer and prior to reporting for the first day of work. Arrangements for the initial physical examination and capacities test will be coordinated by Human Resources at the time of the job offer. Failure to successfully pass the physical examination may exclude the prospective team member from employment in a particular position, unless a reasonable accommodation is requested and granted. The cost of the physical examination will be paid by the Company. Failure to complete the physical examination will disqualify the prospective team member from employment.

Tuberculosis Screenings

Following a job offer, team members who will work directly with students or who work in school or clinic offices must be screened for tuberculosis prior to their first day of work and periodically thereafter if required by program regulation.

Hepatitis B Vaccination

Any team member who is reasonably anticipated to have exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccination at no cost within ten days from the date of hire but may request the vaccine at any time thereafter while employed. Team members choosing to consent to the vaccination will be referred to the Company approved medical provider for administration of the vaccination at the Company's expense. The Company is not responsible for any costs incurred in completing the Hepatitis B vaccination series in the event employment with the Company ends before the vaccination series is completed. Team members electing not to receive the Hepatitis B vaccination will be required to sign a declination statement.