

POLICY MANUAL

Subject: Employee Background Checks **Effective Date:** 1/1/02

Initiated By: Tim Tull
Chief Operating Officer

Approved By: James B. Moore
Chief Executive Officer

Review Dates:

Revision Dates: 02/07 CDB;
09/08 CDB; 01/12 CDB; 04/13 CDB;
03/14 CDB, 11/15 KM

POLICY:

Prospective employees of the corporation are subjected to a background investigation in the course of their employment process. Current employees may likewise be subject to a background check for cause and in connection with required job duties and/or promotions. Volunteers, trainees, and interns are also subject to a background check. All individuals will be investigated for criminal activity and abuse/sexual misconduct. Other investigations, such as verification of education/degrees, licensure, credit checks and driving records, will be conducted as indicated by the position within the corporation. The corporation will comply with all federal and state regulations with regard to background investigations.

PURPOSE:

Due to the nature of our business, the corporation takes reasonable measures to ensure our employees do not pose a foreseeable threat to our patients' well being and the corporation as a whole.

PROCEDURE:

1. New and Rehires: A background investigation will be conducted by an outside agency that specializes in this type of work on all individuals who accept offers of employment. All persons accepting an offer of employment at Cumberland Heights will be required to complete a release for a background investigation. These releases will be held with the other employment documents. Employment is contingent on the individual passing the background investigation. At the discretion of the manager, employment may begin while the investigation is in process. The results of the investigation are reviewed by the Human Resources Director. If the Human Resources Director does not find anything in question, the

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employment offer will be extended and/or employment will continue. If the investigation returns with potentially damaging information, the Human Resources Director will consult with the supervising manager and/or the CHRO, and together they will decide the proper course of action, which may include withdrawal of the offer for employment. If the individual has already commenced working, the individual may be terminated.

2. Volunteers, Trainees, and Interns: A background investigation will be conducted by an outside agency that specializes in this type of work on volunteers, trainees and interns working on behalf of Cumberland Heights.
3. Temporary Employees: Temporary employees who are assigned to work at Cumberland Heights by contracted staffing agencies will be required to have had a background investigation completed by the staffing agency prior to the assignment, including investigation of criminal activity and abuse/sexual misconduct.
4. For Cause: If, during the course of an individual's employment, his/her manager or executive finds cause for concern, the employee may be asked to complete a release for a background investigation. Failure to agree to such an investigation or negative findings from the investigation may result in termination.
5. While the results of most background investigations cover a period of up to seven (7) years, Cumberland Heights will be reviewing potentially damaging information occurring within the most recent two (2) years. Damaging information may include, but is not limited to, criminal convictions, sex offender registries, DUI/DWI; among others. Information that is reported will be considered on a case by case basis. Any decisions regarding continued employment will have no intention of being based on an individual's race, color, creed, religion, age, gender, sexual orientation, national origin, handicap, or other protected status.