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| Background Checks: Criminal History | **Last Revision:** | September 2017 |
| **Last Reviewed** | June 2018 |
| **Applies to the following THA Group of Companies:** | * THA Services, Inc. * Island Health Care * Island Hospice * Independent Life at Home * RightHealth® * Palliation Choices * InteguHealth |
| **Included in the following THA Manual:** | Administrative Policy and Procedure Manual  Talent Management |

### POLICY

THA Group requires a criminal background check for all employees to include: full-time, part-time, and PRN/casual employees, as well as, contracted and temporary employees. Upon hire, once a conditional offer of employment has been extended, the background check is initiated and completed.

# PROCEDURE

After making a conditional offer of employment, THA Group obtains written consent from the prospective employee to conduct a criminal background check. The background check must be satisfactorily completed prior to the employee’s first day of work.

If a questionable criminal background check is received, the conviction record is reviewed to determine whether sufficient grounds exist to disqualify the candidate from employment. Any decision to disqualify will be job related and consistent with business necessity. Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify a candidate from consideration for employment with THA Group. Depending on a variety of factors (e.g., the nature of the position, the nature of the conviction, length of time since the conviction), the candidate may still be eligible for employment with THA Group.

However, if an applicant attempts to withhold or falsify information pertaining to previous convictions, the candidate will be disqualified from further employment consideration in any position with the company due to falsification of an application.