

***Is it true that we background check all employees?***

Yes. It is policy. All employees at Kaw Nation and contractors who go into our housing units are background checked. We take our obligation to protect our citizens and their homes seriously.

Please see below for Kaw Nation Policy A-14 Contractor/Vendor Background Check Policy and A-10 Employment Background Check Policy citation.

Thank you

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**Subject: Contractor/Vendor Background Check Policy**  
**Policy Number: A-14**  
**Pages: 2**  
**Original Date: 08/23/2017**  
**Review Date: 08/23/2017**  
**Approval Date: 08/23/2017**

**CONTRACTOR/VENDOR BACKGROUND CHECK POLICY**

**Purpose Statement**

It is the policy of *Kaw Nation* to perform background checks on all third party contractors and any individual or company with access to childcare facilities or private homes. This policy is established to promote a safe and secure work environment as well as provide for the safety of children and community members and to ensure individuals hired by *Kaw Nation* are well qualified and have undergone a verification of personal character and suitability.

**Policy**

*Kaw Nation* requires all employees of contractors, and any individual or company with access to childcare facilities or private homes, to successfully complete a background check. Based upon the duties to be performed an additional credit check may be required as well. Any misrepresentations, falsifications, or omissions in any information may result in ending the bid approval process or business dealings with entities of the *Kaw Nation*.

The results of the background checks are confidential and are to be shared on a strict “need to know” basis. The results of the background check shall be communicated to the employing organization.

**Procedures**

Depending on the particular position, *Kaw Nation* currently performs criminal background checks, FBI and fingerprint criminal history search, sexual offender search, driver’s license verification, education verification, prior employment and professional license verification.

All third party contractors, and any individual or company with access to childcare facilities or private homes, will be required to sign appropriate authorizations and consents prior to performing any of the background checks. Individuals and companies are expected to provide accurate and complete information and not to omit material information needed to make a decision. The results of a background check will be used for the purpose of determining a company's suitability for bids while maintaining strict confidentiality.

Having adverse information, including a criminal history or conviction does not automatically preclude a company's eligibility for submitting quotes. If possible, Kaw Nation will work with the contractor/vendor to maintain business with one another.

### **Disclaimers**

It is not the purpose of this policy to provide detailed information or descriptions of searches and/or suitability criteria for each background check that can be performed. Nor is it the purpose of this policy to provide detailed information on how to make a final decision regarding results of background checks. Every case must be decided on its own merits subject to Kaw Nation's requirement that all individuals be treated equally and consistently.

This policy does not limit Kaw Nation's right to approve or deny contracts.

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**Subject: Background Adjudication Policy**  
**Policy Number: A-10**  
**Pages: 6**  
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**Approved by: Resolution Number 13-66**

## **EMPLOYMENT BACKGROUND CHECK POLICY for TRIBES/TRIBAL PROGRAMS (Adjudication procedures)**

### **Purpose Statement**

It is the policy of *Kaw Nation* to perform pre-employment background checks. This policy is established to promote a safe and secure work environment as well as provide for the safety of children and community members and to ensure individuals hired by *Kaw Nation* are well qualified and have undergone a verification of personal character and suitability. The purpose of performing these checks is to determine and/or confirm the qualifications and suitability of applicants and employees for the particular position for which they are being considered and to meet the requirements established for individuals having regular contact with or control over Indian children.

### **Policy**

*Kaw Nation* reserves the right to check the employment references of all applicants. The process is intended to help the organization to evaluate the candidate's suitability for hire. All offers of employment are contingent upon successful completion of the background checks. Any misrepresentations, falsifications, or omissions in any employment information may result

in no further consideration for employment. Candidates who fail to disclose accurate and complete information regarding any substantial negative history of criminal convictions may not be considered suitable for hire. The organization will also comply with all applicable tribal, state and federal laws to ensure candidates are not discriminated against because of negative history of convictions. Kaw Nation does not automatically disqualify any person from hiring or promotion due to a criminal record.

Kaw Nation will perform pre-employment background checks on all applicants for employment. In addition, if an employee changes positions or if required due to Federal regulatory requirements, any additional required background checks for that position which have not previously been performed will be performed.

The results of pre-employment background checks are confidential and are to be shared on a strict "need to know" basis.

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