

Subject: Contractor/Vendor Background Check Policy
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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, drivers 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

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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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