

VOLUNTEER AND HIRING POLICY

All offers of employment and volunteer service positions at SIR House are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates and will include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number (if more than one) of convictions.
 - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.

Procedure

A SIR House Board Member will order the background check upon receipt of the signed release form, and the Board of Trustees will review all results.

A Board Member will notify the applicant regarding the results of the check. In instances where negative or incomplete information is obtained, the Board of Trustees will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired or allowed to volunteer. Under no circumstances will candidates with a criminal history that includes any sexual offense be allowed to work or volunteer for Sisters In Recovery, Inc. Background check information will be maintained for a minimum of five years.

Sisters In Recovery, Inc. reserves the right to modify this policy at any time without notice.