

YOUNG ENTREPRENEURS SOCIETY INC.

CRIMINAL OFFENDER RECORD INFORMATION (CORI)

Since Young Entrepreneurs Society, Inc. (YES) provides educational programming to minors, we conduct criminal offender record information (CORI) checks on all prospective staff, contractors, volunteers, and board members. The following is our policy governing how CORI shall be used by YES.

I. Applicants will complete a CORI Request Form to complete. If requested, the applicant will be provided with a copy of this CORI policy.

II. All personnel authorized to review CORI results will be trained and thoroughly familiar with conducting CORI checks.

III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant for employment. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.

IV. The CORI-authorized individual at YES will closely compare CORI check record with the identifying information provided by the applicant to ensure the record relates to the applicant.

V. If YES is inclined to make an adverse decision based on the results of a CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and this policy, advised of the part(s) of the record that make the individual unsuitable for the position desired, and be given an opportunity to dispute the accuracy of their CORI record.

VI. Applicants challenging the accuracy of the policy shall provide documented evidence for their appeal. YES will make a determination based on a comparison of the CORI record and documents provided by the applicant. YES may contact a government authority to confirm or dispute the applicant's evidence.

VII. If YES reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- (a) Relevance of the crime to the position sought;
- (b) The nature of the paid or volunteer work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof;

- (i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority

A CORI check shall be conducted as a final step in an applicant's application or recruitment process after the candidate has satisfied all other requirements of the position to which he/she has applied or been recruited.

VIII. YES will notify the applicant of its decision and the basis of its decision in a timely manner.

Addenda:

- a. CORI records shall not be disseminated to any other agency or person other than the applicant.
- b. CORI records shall be kept separate from any other personnel files and be secured in a locked file.
- c. Only YES personnel authorized to review CORI shall have access to this information.
- d. YES may keep CORI records for up to three years. Thereafter, all CORI records shall be destroyed.