

Uplift Community Alliance™

Background Checks Policy

1. Purpose

This policy establishes procedures to create and maintain a safe environment for members, minor children, vulnerable adults, volunteers, employees, and customers, and to safeguard the integrity of the organization's financial and operational practices.

Uplift Community Alliance is committed to:

- Preventing abuse, neglect, or exploitation of protected persons.
- Screening individuals in positions of trust, authority, or financial oversight to reduce the risks of fraud and mismanagement.
- Compliance with all applicable federal and Utah state laws.

2. Scope

The following individuals, referred to as applicants, must complete a background check before beginning service or employment:

- All applicants for employment who accept job offers (full-time, part-time, temporary)
- Elected or appointed Board members
- Assistant Treasurers and Finance Chair

3. Definitions

For this policy, the following definitions shall apply:

- **Organization:** Uplift Community Alliance™.
- **Abuse:** Physical, emotional, or sexual abuse, neglect, or exploitation of a protected person, as defined in Utah law.
- **Adult:** An individual 18 years of age or older.
- **Board Member:** A member elected or appointed to the governing board.
- **Child / Minor:** An individual under 18 years of age.
- **Vulnerable Adult:** An elder adult (65+) or a dependent adult (18+) with a mental or physical impairment that substantially limits their ability to protect themselves, obtain necessities, manage finances, perform daily living activities, or understand the consequences of abuse, neglect, or exploitation (Utah Code § 26B-6-201).
- **Employee:** An individual performing services for compensation.
- **Member:** An individual listed on the Organization's official membership rolls.
- **Protected Person(s):** Minors and vulnerable adults.

4. Background Check Requirements

4.1 General Requirement

All individuals listed in the Scope must undergo a background check through a professional screening agency chosen by the Organization, with no cost to the individual.

4.2 Expanded Requirements for Direct Contact Roles

Individuals with direct contact with minors or vulnerable adults must complete the checks required under Utah Code § 62A-2-120, including:

- . Utah Bureau of Criminal Identification (BCI) state criminal history check
- . Utah Child Abuse/Neglect Registry search
- . National and state sex offender registry searches

5. Procedure

1. **Disclosure & Consent:** Applicants will receive written notice that the background check includes review of criminal/civil records, social security trace, and driving record (for positions requiring driving for the Organization). Written consent is required.
2. **Submission & Confidentiality:** Applicants submit required information directly to the screening agency. Results are reported to the Organization's Human Resource Chair. All reports remain confidential, accessible only to the Human Resource Chair and one designated committee member.
3. **Adverse Findings:** In the event results are deemed adverse, the organization will provide a pre-adverse action notice, a copy of the report, and A Summary of Your Rights Under the Fair Credit Reporting Act. Applicants may dispute findings with the agency or withdraw from consideration.
4. **Review Panel:** Applicants may request a review by the Uplift Community Alliance Executive Committee. The Committee may allow advancement despite certain findings, including criminal history to consider the nature of the offense, time elapsed, and relevance to the position providing the offense is not subject to an automatic disqualification (see Section 6). Decisions will be issued in writing.
5. **Repeat Checks:** The Organization may require a repeat background check at any time, using the same process (above) and with applicant consent.

6. Disqualification Criteria

Automatic Disqualification any conviction for:

- . Sexual misconduct or offenses involving minors or vulnerable adults
- . Abuse, neglect, or exploitation of a protected person

- . Felony violence or crimes against persons
- . Fraud, embezzlement, or other financial crimes involving moral turpitude

7. Record Retention

Background check records will be securely stored or destroyed in a secure manner.

8. Legal Compliance

This policy complies with the Fair Credit Reporting Act (FCRA), Utah Code § 62A-2-120, and Utah Code § 26B-6-201. The organization reserves the right to consult legal counsel regarding any background check findings or disputes.