**Kelly Tractor Co Background Check Policy and Procedure**

All offers of employment at Kelly Tractor Co are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates.

Background checks will include:

* **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
* **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire.
* **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
* **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.

The following additional background searches will be required:

* **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested.

**Procedure**

Once a job offer has been presented and accepted all candidates must complete a background check authorization form and return it to Human Resources. Human Resources will order the background check upon receipt of the signed release form, and an employment screening service will conduct the checks. A designated HR representative will review all results.

The HR representative will notify the hiring manager regarding the results of the check. In instances where negative or incomplete information is obtained, the appropriate management and the director of Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service (if applicable).

Background check information will be maintained in a file separate from employees' personnel files for a minimum of five years.

Kelly Tractor Co. reserves the right to modify this policy at any time without notice.