



## **Background Check Policy for Volunteers and Employees**

### **Purpose**

The purpose of this policy is to ensure a safe and secure environment for all members of our community, particularly vulnerable groups such as children, elderly and youth. This policy outlines how background check results for volunteer Leads and employees will be reviewed and used in making decisions regarding their roles within the mosque.

### **Scope**

This policy applies to all Volunteer Leads and employees (Part Time, Full Time and Contractual) of the Center, especially those who interact with children, youth, and vulnerable adults. It covers both initial and ongoing background checks for new applicants and current team members.

### **Background Check Requirement**

All prospective employees and Volunteer Leads, particularly those who will be working in roles involving interaction with minors, youth, or vulnerable adults, are required to undergo a background check. This background check will include, but is not limited to, the following:

1. Criminal History Check:

National and local criminal records, including any convictions for violent offenses, child abuse, sexual offenses, or other offenses that pose a risk to vulnerable populations.

2. Sex Offender Registry Check:

Search of national and local sex offender registries.

3. Identity Verification:

Verification of the applicant's identity, including Social Security Number and address history.

### **Review Process**

1. Confidentiality:

All background check information will be handled with strict confidentiality and shared only with authorized personnel involved in the decision-making process such as the Board of Directors.

2. Criteria for Disqualification:

Any individual with a conviction or record involving violent crimes, child abuse, sexual offenses, or any crime that may pose a threat to the safety and well-being of the community, especially children, will generally be disqualified from serving in any capacity that involves direct contact with minors or vulnerable individuals.

3. Case-by-Case Consideration:



In situations where other criminal activity is reported, decisions will be made on a case-by-case basis, considering factors such as:

- The nature and severity of the offense.
- The time that has passed since the offense.
- The individual's history since the offense.
- The role the individual is applying for, and the level of interaction with vulnerable populations.

In cases of minor infractions or older non-violent offenses, the mosque may allow the individual to serve, provided additional precautions or restrictions are put in place.

#### 4. Right to Appeal:

Individuals may appeal a decision if they feel there has been a misunderstanding or misrepresentation in the background check report. The individual must provide any additional documentation or evidence needed to clarify or correct the report.

### **Ongoing Monitoring**

Employees and Volunteer Leads are expected to notify the MCC immediately of any legal issues, arrests, or convictions that occur during their period of service. Periodic re-checks may also be conducted as needed.

### **Exceptions**

No exceptions will be made to the requirement for background checks for those working with children. Individuals with a disqualifying record will not be permitted to serve in these roles under any circumstances.

### **Implementation and Enforcement**

This policy will be enforced by a designated member of the Board of Directors along with the Executive Director. All decisions regarding the results of background checks will be made in alignment with the values of the mosque, prioritizing safety, fairness, and confidentiality.