



Volunteer Background Check Policy FAQs

Q: Why does Habitat for Humanity International require background checks for certain volunteers?

A: Habitat for Humanity upholds the highest standards of respect for the human rights of all people and is committed to supporting a safe, ethical environment. As part of that commitment, we have developed policies that reflect our values of ethical behavior and protect the safety of our staff, volunteers, homeowners and their families, and the communities in which we work. One way to help ensure volunteer safety and the safety of everyone on Habitat MidOhio build sites and facilities is to include background checks as a part of the screening process.

Consistent with many others in the nongovernmental organization sector, Habitat now requires certain volunteer roles – described below – to clear a background check before serving.

Q: Who is subject to background checks?

- Board members;
- Committee members;
- Habitat Young Professional board members;
- Volunteer project leaders and crew leaders;
- Volunteers in sensitive departments/roles (finance, homeowner services, etc.);
- Volunteers who volunteer one hundred (100) hours or more a year; and/or regularly volunteer with Habitat MidOhio in their volunteer capacity.

Q: How do I know if I need to complete a background check?

A: Ultimately, if you fall into one of these categories/roles, you will need to complete a background check.

- Has a position of leadership (*i.e., board member, HYP board member, house lead, crew lead, Playhouse captain, and deconstruction lead*);
- Works internally with data (*i.e., office/admin volunteers—finance, database, homeowner services, ReStore, and special projects*);
- Works with vulnerable populations/performs home visits (*i.e., homeowner selection committee*)
- Works regularly with us (*i.e., Tuesday/Thursday Crews, A-Team, Women Build regular, Licking County regular, Home Repair regular, ReStore regular, AEP regular, and Adopt A House partnership regular*)

Q: Who conducts the screening and who has access to the information related to my background check?

A: Checkr will conduct the background screenings for above listed roles.

Personal information, including background check results, will not be used by Habitat MidOhio for other purposes, nor will such information be shared with any other entities. Only staff members who



are involved in conducting and reviewing the criminal background screen will have access to the information. In addition, personal information will be stored securely and handled and retained according to Habitat MidOhio's Data Retention and Privacy Policies.

Specifically, Habitat MidOhio retains the background screen only for as long as necessary to fulfill the purposes for which we collected it, including for the purposes of satisfying any legal, accounting or reporting requirements. If the screen meets Habitat MidOhio policy and the volunteer accepts the volunteer position, the background screen and application will ordinarily be retained only for three years or upon the notification to Habitat MidOhio that the volunteer no longer wishes to be considered for a volunteer position, whichever comes first. If the screen does not meet Habitat MidOhio's requirements, the background screen will be removed from Habitat MidOhio's systems after the volunteer has exercised their right to review, explain and/or dispute the adverse information or the volunteer has indicated that they do not wish to do so.

Q: What does the background check cover?

A: The background check includes the following screens for U.S. residents:

1. National criminal check
2. National sex offender search
3. SSN Trace
4. Global Watchlist Search

Q: Is this background check going to look at volunteer credit?

A: No; credit checks are not part of what is included in these volunteer background checks.

Q: Who pays for the background check?

A: Habitat MidOhio covers the cost of the volunteer background checks.

Q: What personal information will volunteers need to provide?

A: Volunteers will be asked to consent to electronically signing the background check authorization through third party vendor.

Then, volunteers will need to provide their full legal name, phone number, email, social security number, and date of birth.

Q: Will volunteers be notified of the result of the background check?

A: If the background check result meets Habitat MidOhio policy, the volunteer will be notified directly. If the background check report returns certain adverse records that may cause Habitat MidOhio to question the volunteer's suitability to engage in the applied-for program, Habitat MidOhio will notify the volunteer about the finding and give them the opportunity to dispute the report or provide additional information. If the volunteer chooses not to dispute the accuracy of the report or do not provide additional information that sufficiently meets Habitat MidOhio policy requirements, Habitat MidOhio will notify the volunteer that they have been denied the opportunity to engage in the applied-for capacity.



Q: What if a volunteer refuses to undergo a background check?

A: If a volunteer wishes to engage in a role for which Habitat MidOhio requires a background check, and the volunteer does not clear the background check, they will not be allowed to serve in that position.

Q: What if a volunteer does not pass the background check?

A: As required by federal law, Habitat MidOhio will provide an opportunity for the individual to review, explain and/or dispute the adverse information in a background check prior to making its decision to disallow engagement in the applied-for capacity. If a volunteer ultimately does not pass the background check, Habitat MidOhio will notify the volunteer and provide a copy of the background screen report.

Q: Can volunteers get a copy of their background check results?

A: Yes; volunteers may request a copy of their background check report from Checkr. If adverse action is taken against the volunteers due to their background check report, they will be provided a copy of their report as required by federal law.

Q: Will this background check ever expire?

A: The background check is valid for three years. Volunteers who wish to re-engage after that period must be re-checked to ensure that the volunteer continues to meet Habitat MidOhio's standards. This time period requirement is part of Habitat MidOhio's commitment to ensuring the volunteers' safety and that of everyone around them.

Q: When will the policy take effect for current volunteers?

A: The Background Check and Sex Offender Registry Check policies have been approved by the Habitat for Humanity-MidOhio Board. Habitat MidOhio began sending out background check authorization emails in December 2022. Current volunteers will have until June 30, 2023 to complete their background check before non-compliance will affect their ability to volunteer with Habitat MidOhio.

Q: When will the policy take effect for new volunteers?

A: Moving forward, as new volunteers express interest in volunteering in one of the key volunteer areas above, they will be sent the background check authorization email prior to starting their volunteer experience with Habitat MidOhio.