

# **Texhoma Christian Care Center**

## **Background Investigations**

Texhoma Christian Care Center desires to provide a safe environment for all employees and clients at each of our locations. To help us achieve this goal and comply with state and federal laws, our policy requires that we conduct a background investigation on all candidates eligible for an offer of employment and current employees at reasonable times during their employment with Texhoma Christian Care Center.

All candidates for employment, and new hires (prior to conducting the investigation and beginning employment), must acknowledge and authorize Texhoma Christian Care Center the opportunity to conduct a Criminal History and/or a Motor Vehicle Background Investigation.

It is our policy to hire, or continue to offer employment to persons, who have never pled guilty to, been convicted of, or received probation, deferred adjudication or pretrial diversion for any criminal offense, other than minor traffic citations including, but not limited to criminal homicide; deadly conduct; terroristic threat; kidnapping and false imprisonment; indecent exposure; online solicitation with a minor; indecency with a child; improper relationship between educator and student; improper photography or visual recording; prostitution; sexual assault; aggravated sexual assault; assault; aggravated assault; injury to a child, elderly individual, or disabled individual; abandoning and endangering a child; aiding suicide; agreement to abduct from custody; sale or purchase of a child; arson; robbery; aggravated robbery; burglary; possession of illegal substance; fraud; theft; money laundering; Medicaid Fraud; misapplication of fiduciary property or property of a financial institution; securing or executing a document by deception; false identification as a peace officer; cruelty to animals; disorderly conduct or other action which violates state guidelines for any agency, organization, or other entity owned or operated by the Company. Employees ,or applicants, guilty of other convictions which the Company believes to be a risk to our clients, consumer safety or their welfare, will be considered unemployable.

Persons convicted of driving while under the influence of alcohol within the past five- (5) years will be considered unemployable. Persons with motor vehicle records that indicate three (3) or more moving violations within the past three- (3) years are not considered employable if their job requires them to transport clients or drive Company owned or operated vehicles. Jobholders required to drive on behalf of the Company must be at least age 21.

Criminal and motor vehicle records will be investigated on all employees once every 12 months. Any time the Company learns that an employee is no longer in compliance with this policy, an investigation will occur immediately. In the event the investigation confirms that the employee is not in compliance with Company policy or state and federal regulatory guidelines and laws, that employee will be terminated immediately. All employees are required to notify their supervisor immediately, should any of the above stated events occur regarding themselves or another employee of the Company. The Company reserves the right to conduct an investigation at any time for reasonable cause.

## **Substance Abuse and Drug Testing**

Texhoma Christian Care Center is committed to maintaining a safe, healthy, productive and lawful working environment. We believe our employees have the right to work in an alcohol-free and drug-free environment and, as well, to work with others who are free from the effects of alcohol and illegal drugs. The use of illegal drugs and/or controlled substances increase the potential for, among other things, on-the-job injuries, absenteeism, unsatisfactory work performance, poor morale and damage to Texhoma Christian Care Center's reputation. The use, possession or distribution of illegal drugs and/or controlled substances is strictly prohibited on any Company premise, in any Company facility and in any work situation involving the Company, its employees, clients and/or suppliers.

In support of this position we emphasize the prohibition against the use or possession of alcohol or illegal drugs and/or controlled substances and hereby, under this policy, make our employees aware of the substantial CONSEQUENCES and PENALTIES for substance abuse taking place while on-the-job.

Applicants, with a conditional offer of employment, and employees are required to complete the drug testing process within 24-hours of receipt of notification by Texhoma Christian Care Center representative. If any Applicant, with a conditional offer of employment, fails to complete the drug testing process within 24-hours of receipt of notification by Texhoma Christian Care Center representative that Applicant will no longer be eligible for employment with Texhoma Christian Care Center. A job applicant or candidate who refuses to consent to a drug and/or alcohol test will be denied employment with Texhoma Christian Care Center.