

## II. Board Policy: Employee and Volunteer Screening

All applicants for employee and volunteer positions with The First Tee of Central Ohio shall be subjected to a comprehensive screening process. The objectives of the screening process are to select the highest possible caliber staff for the Chapter's services while screening out individuals who constitute an unacceptable risk to the participants in our program.

Each position (both employee and volunteer) will be defined by a written position description. The screening process will be focused upon selecting the best individuals to fill defined positions.

The screening process will consist of:

1. A written application
2. Face-to-face interviews
3. Record checks including criminal history records, and motor vehicle records for anyone who may operate a motor vehicle on behalf of the Chapter.

The costs of record checks will be paid by the Chapter.

### **Disqualification from positions within The First Tee of Central Ohio**

Any individual is permanently disqualified from all positions in The First Tee of Central Ohio if their criminal records include any of the following:

- Past history of sexual abuse of children
- Conviction of any crime in which children were involved
- History of violence or sexually exploitative behavior