

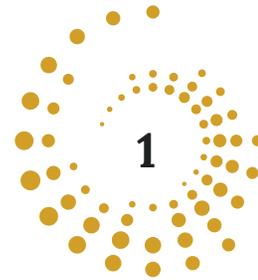


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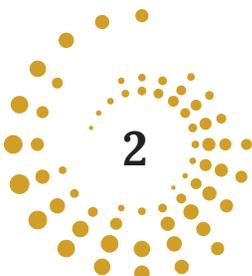
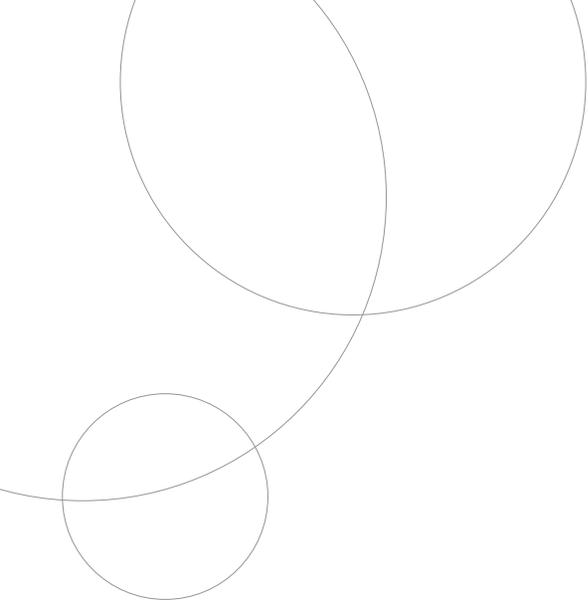
Global's "How to Mitigate Risk" Ebook

We understand the challenge you face when an employee is reported to have a criminal record, therefore, we have put together an essential resource handbook for you so that you understand what your next steps are when you find out one of your employees has been reported to have a criminal activity.



Turns out my new employee has a criminal conviction: Now what do I do ?

Not all criminal convictions are created equal. Some support a legitimate basis to disqualify or terminate someone – and some don't. There are many factors to take into consideration when determining if the conviction merits separation, including compliance with the Fair Credit Reporting Act.



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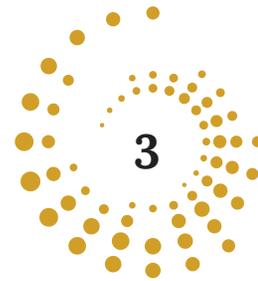
Handling an employee's arrest or incarceration

If an employee is arrested and jailed, you must balance the rights of that person with the impact on the workplace and other employees. How you deal with the situation depends on how long the employee will be away from work, with what offense the employee has been charged and what relationship the offense has to the employee's work.

To learn more visit [this article](#).

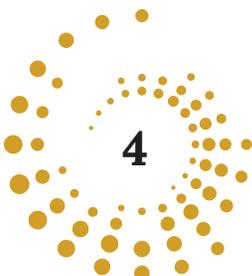
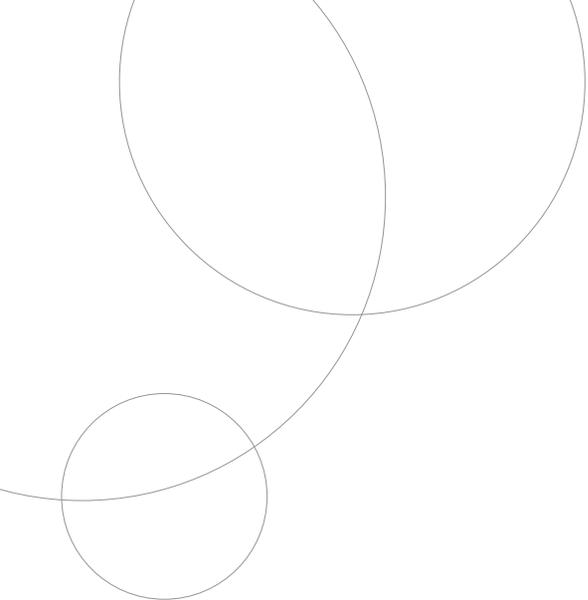


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Receiving a criminal record whilst you're in employment.

Do you legally need to disclose a new conviction to your employer? Much depends on what your employment contract states and the impact the conviction has on your ability to perform your job. If you expect your employer will take action, be sure to have your options lined up.

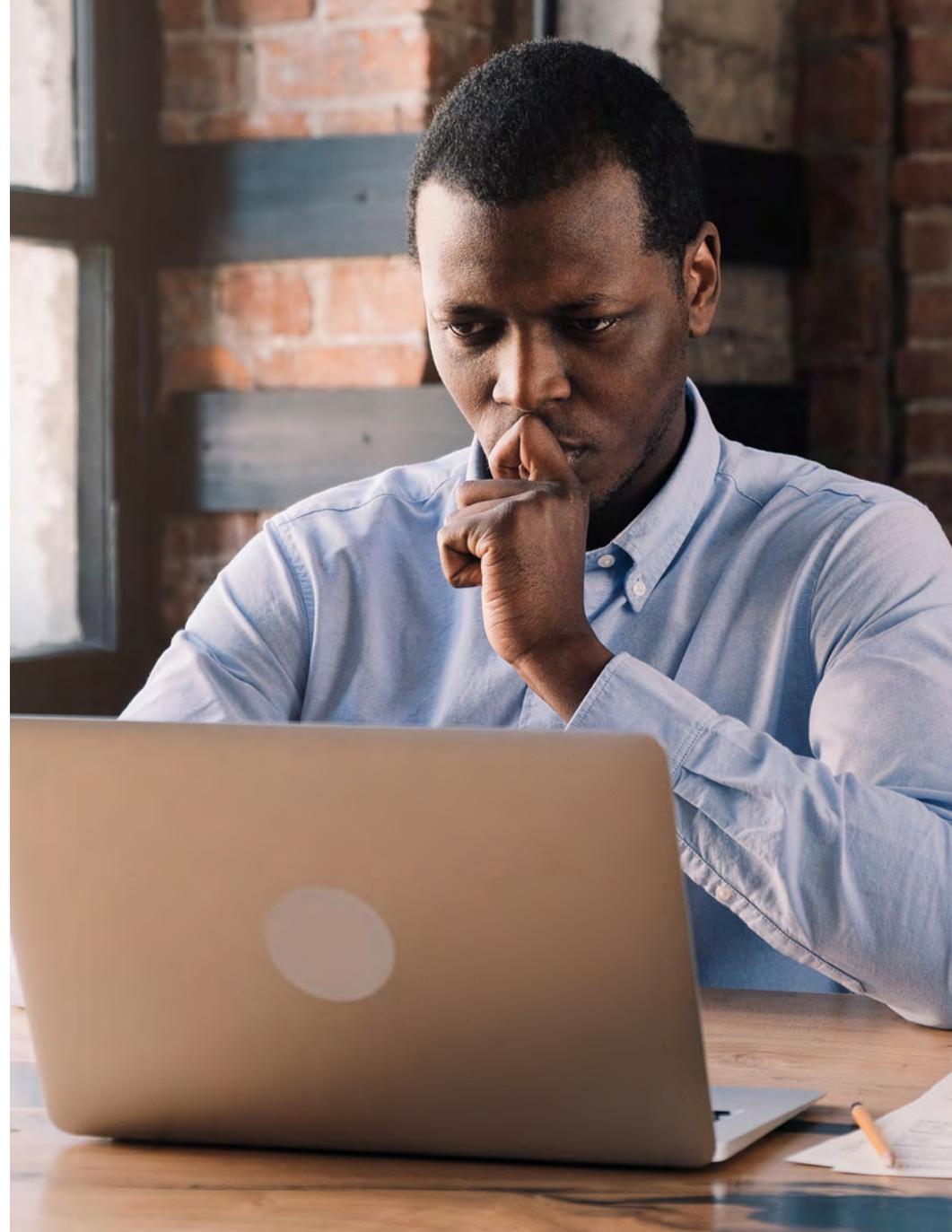


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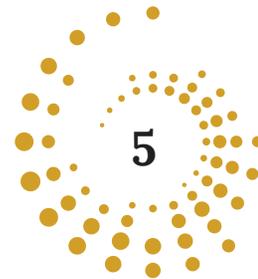
An employee has been arrested; may I ask about the nature of the infraction? What action can or should I take to protect my other employees?

Because federal law does not clearly prohibit an employer from asking about arrest records, you can ask for an explanation – but don't assume the person is guilty. Some states' laws do not ban inquiries regarding arrest records. In this case, employers may make employment decisions based on the conduct underlying the arrest.

To learn more visit [this article](#).



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3 steps to take when your employee is arrested

After an employee is arrested, talk to them if possible. Then find out what you can do legally per your state's laws regarding conviction; if this is a serious case, you may need legal counsel. And you may want to develop a criminal conduct process should you find yourself in a similar situation again.

Providing Background Checks for Businesses Since 1993

Global Investigative Services has been serving and assisting businesses, agencies, and institutions with background checks and screening processes since 1993.



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