

# Background Check Policy

Nested Knowledge does not perform background checks on its employees or contractors.

Should background checks become necessary for safe collaboration with clients and partners, Nested Knowledge will implement the following procedure:

## Background Check Supplier

Nested Knowledge will initiate background checks through a third-party service provided by our payroll platform. The background check service is immediately available due to its integration with the payroll platform.

## Consideration of Scope

The following background checks will be considered:

- Employment verification
- Education verification
- SSN trace and address history
- Sex offender check
- Global watchlist check
- National criminal database check
- Current county check
- County check
- Motor vehicle report

To determine which background checks to proceed with, we will ask questions, such

- Is this information essential to ensuring the integrity of our product?
- Is this information essential to keeping other employees out of harm?
- Is this information essential to minimizing risks to our customers?
- Is this information relevant to an applicant's ability to fulfill job requirements?

## Transparency with Applicants and Employees

Nested Knowledge will inform applications, employees, and contractors when a background check is being conducted on them.

## Discipline

Applicants, employees, and contractors providing fraudulent information to Nested Knowledge are subject to immediate termination and other disciplinary actions.

## Revision History

Author	Date of Revision/Review	Comments
K. Cowie	02/24/2023	Drafted
K. Kallmes	02/24/2023	Approved

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Last update: **2023/02/24 16:16**