Recommended Background Check Policy
Detailed List of Disqualification Criteria

I.   Purpose

To clarify for TSS Photography, its Subsidiaries, and Franchisees what results on a background check disqualifies a candidate from an offer of employment and/or ownership franchise ownership. Guidelines will address convictions and amount of time (if applicable) that must pass prior to an offer of employment.

II.   Scope of Background Check:

The background check includes the following steps:

Social Security Verification: This verifies the applicant's name against the Social Security number provided. This helps to eliminate the possibility of a false name and/or information

Local Criminal Record Search: A statewide criminal record check is performed to reveal any misdemeanor or felony convictions.

National Criminal Record Search: A nationwide criminal record check is performed to reveal any misdemeanor or felony convictions.

Sex Offender Registry: Search of the National Sex Offender Public Registry and applicable state registries that encompass all 50 states.

Driver's License History: A driver record report is run to confirm a valid license number and to check driver history before operating company vehicle (when applicable)

III.   Disqualifying Convictions

Any of the convictions for the following offenses or category of offenses shall automatically exclude the candidate.

A. **Felony (Sex Offenses)** - **All Sex Offenses** *regardless of the amount of time since offense* including but without limitation:

- Child molestation
- Rape
- Sexual assault
- Prostitution
- Solicitation
- Indecent exposure

B. **Felony (Violence) – All Felony Violence** *regardless of the amount of time since offense,* including without limitation:

- Murder
- Manslaughter
- Aggravated assault
- Kidnapping
- Robbery
- Aggravated burglary

C. **Felony (Involving Child) - All Felony offence involving a child** *regardless of the amount of time since offense*, including without limitation:

- Child abuse
- Contributing to the delinquency of a minor
- Internet luring of a child
- Child trafficking

D. **Felony (Drug related) – Felony convictions involving drugs with the intent to distribute or sale** *regardless of the amount of time since offense,* including without limitation:

- Trafficking controlled substances
- Manufacture, distribution or possession of controlled substance
- Possession with intent to distribute a controlled substance

E. **Felony (Drug related) – Felony convictions not related to distribution or sale** *7 years,* including without limitation:

- Simple drug possession

F. **Felony (Other) - All Felony offenses other than violence or sex** *within the past 7 years,* including without limitation:

- Theft
- Embezzlement
- Fraud
- Child endangerment

G. **Misdemeanors – All Misdemeanor not related to Drug and Alcohol** *within the past 7 years,* include without limitation:

- Simple assault
- Battery
- Domestic violence
- Hit & run

H. **Misdemeanors (Drug and Alcohol) – All Misdemeanor Drug & Alcohol offenses** *addressed on a case by case bases* ***OR*** *multiple offenses in the past 5 years,* including without limitation:

- DUI or DWAI
- Simple drug possession
- Drunk & disorderly
- Public intoxication
- Possession of drug paraphernalia

IV.   Other issues for consideration

A) Pending Charges: Any applicant with criminal charges of any nature pending will be considered on a case-by-case basis and is subject to rejection until charges are resolved**.**

B) TSS reserves the right to resubmit all current employee background checks on a yearly basis.

V.   Accuracy and Confidentiality: To the extent permitted by law, information obtained in response to the criminal background check or disclosed in the review process will be kept confidential and not disclosed or discussed outside the review process. TSS Photography and its subsidiaries are not responsible for errors or omissions that may be reported on background checks.

TSS Photography and its affiliates reserve the right to make any changes or amendments to this policy at any time without prior notice.