ACS BACKGROUND CHECK POLICY & PROCEDURE

The American Chemical Society (“ACS”) has engaged Sterling Volunteers, a globally recognized background screening provider, to conduct all background checks for ACS volunteer roles involving minors. This policy sets forth the guidelines and requirements for conducting volunteer background checks at ACS Youth Events. Background checks are conducted in accordance with the requirements of the Fair Credit Reporting Act, and other applicable federal and state law, and are subject to Sterling Volunteer’s terms & conditions and privacy policy.

BACKGROUND CHECK POLICY

Per the ACS Youth Protection Policy, the ACS Background Check is required only for adult volunteers participating in ACS Youth Events. Volunteer roles at other ACS Hosted Events may not require a background check. Please contact the host of the ACS Hosted Event for details regarding whether a background check is required for volunteers.

CONFIDENTIALITY

All personal information required for the background check application will be provided directly to Sterling Volunteers via their submission portal. See Background Check Instructions. Sterling Volunteers will be directly responsible for managing the personal information submitted by volunteers in accordance with its Privacy Policy. Personal information, including background checks results, will solely be used to determine eligibility for volunteering at ACS Youth Events and will be kept confidential. Results will not be disclosed unless required by law or court order.

NOTE: Background check applications will be retained by Sterling Volunteers only for as long as necessary to fulfill the purposes for which it was collected in accordance with their document retention procedures, as well as federal and state regulations.

ADJUDICATION & ADVERSE ACTION

ACS will not be informed of the detailed results of any background check. Instead, Sterling Volunteers will notify ACS of an “eligible or ineligible” status for each volunteer. Sterling Volunteers will cross-reference all background screening results with the disqualifying crimes determined by ACS.

An eligible status indicates the volunteer has zero disqualifying crime matches and is eligible to participate as a volunteer for ACS Youth Events.

An ineligible status indicates the volunteer has one or more disqualifying crime matches that may affect their eligibility to participate as a volunteer for ACS Youth Events. If Sterling Volunteers reports an ineligible status for any volunteer, Sterling Volunteers will send the volunteer a pre-adverse action letter informing the volunteer there is potential disqualifying information in their background check report. The volunteer will have five (5) business days to dispute the information contained in the report and provide any supporting documentation to the dispute resolution team from Sterling Volunteers. If the volunteer is unable to provide supporting documentation or is
unresponsive in the time allotted, a **final adverse action letter** will be sent to the volunteer informing them they are ineligible to participate as an ACS volunteer for ACS Youth Events. However, if the volunteer is able to successfully refute the information contained in the report, Sterling Volunteers will amend the report so that ACS can make the final eligibility determination.

**BACKGROUND CHECK COST**

ACS will cover the cost of background checks for all ACS Youth Event adult volunteers.

**BACKGROUND CHECK INSTRUCTIONS**

To begin the ACS Background Check, please visit the following link provided by Sterling Volunteers: [Insert URL]

**BACKGROUND CHECK QUESTIONS**

For all questions related to the background check submission process and adjudication & adverse action, please contact Sterling Volunteers directly at info@sterlingvolunteers.com or via phone at 1-855-326-1860.

For Frequently Asked Questions, please refer to: Volunteer FAQs (sterlingvolunteers.com)

**KEY DEFINITIONS**

**Pre-adverse action letter** refers to a written document informing the volunteer that questionable information has been discovered as a result of their background check which could prohibit them from volunteering at ACS Youth Events. Applicants who receive this letter will be allowed to respond and provide additional context and/or documentation to dispute the findings.

**Final adverse action letter** refers to a written document informing the volunteer that they will not be allowed to volunteer at ACS Youth Events.

Effective September 2024