

## **Cascade Engineering Family of Companies' Policy on Hiring Candidates with Felony Convictions or Pending Felony Charges**

Cascade Engineering is a company that strives to be an Employer of Choice. Accordingly, we wish to understand and confront barriers that may prevent qualified candidates for employment from successful careers at Cascade Engineering. A criminal record is one such barrier that often prevents individuals from opportunities in employment regardless of their efforts and/or ability. In many cases employers will not even consider candidates with felonies, misdemeanors, or arrest records for employment. Cascade Engineering believes this should not be the case. In our family of companies, a felony conviction, misdemeanors or an arrest record is **not** an absolute bar to employment; all qualified candidates will be considered for employment regardless of their criminal record. Each candidate's employment application is reviewed and a decision is based on the specific merits of each individual case in relation to the position for which they applied.

When applying for a job with Cascade Engineering a candidate must disclose all felonies on their records. After an offer has been made a criminal background check will be conducted by an outside agency to document any felony convictions or pending felony charges, which may result in a conviction. If a candidate has a felony conviction or pending felony conviction, the Sr. Vice President of Business Services will follow the EEOC guidelines to review the conviction record:

- Length of time since the conviction
- Circumstances of the offense
- Number of convictions
- Applicant's employment record since the conviction
- Rehabilitation
- Nature of the job applied for

In addition Cascade Engineering will consider the input from our re-entry partners in support of a particular candidate.

Upon completion of the review, the SVP of Business Services will make a determination of the candidate's eligibility for employment.