

Social Media Flagged Results Policy

This policy is followed when a background screening report for a potential employee, board member, volunteer, ambassador, or contractor is returned with a flagged result.

Step One:

Once the flagged results are received the CAM will notify the COO and CEO (with the group) to schedule a meeting to review and discuss the findings.

Step Two:

During the meeting the group will determine if the flagged behavior listed falls under the following categories: **Blatant Drugs, Intolerance, Sexually Explicit, Theft/Fraud, and Violence.** Review for the content of the post. Try to determine if the person has posted the content or liked the content or liked, shared, or commented on the original content.

Step Three:

The group must come to a unanimous decision to move forward with the candidate, after researching the offensive content, any content, and its severity. If that decision is reached, the next steps with the candidate will be as follows:

1. CAM has a conversation with candidate about flagged content. Provides guidance on removing the content and expectations of their social media behavior while representing GDA as an employee, board member, volunteer, ambassador, or contractor. A copy of the findings is provided for their record.
2. The candidate will be given 7 days to remove the content or make the account private and provide the CAM with an update.
3. The social media report will be run a second time 48 hours after candidate confirms removal of offensive content. This will ensure the content has been removed as requested and no flagged content exists.
4. The CAM will notify the candidate they have passed all background screening checks and will begin the onboarding process.
5. The rationale for the decision will be documented and retained in the background check file.

Step Four:

The group is unable to come to a unanimous decision to move forward with the candidate. The next steps with the candidate will be as follows:

1. CAM reaches out to Caitlin Rogers with Social Intelligence to provide additional guidance on proceeding with the adverse action flagged.