



## **BOYS & GIRLS CLUBS**

UNITED BOYS & GIRLS CLUBS  
OF SANTA BARBARA COUNTY

### **BACKGROUND VERIFICATION DISCLOSURE**

This is used to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, volunteer service or a contracted position, including retention as an employee, volunteer or independent contractor.

This report may contain information bearing on your character, general reputation, and personal characteristics from public or private record sources.

California Notice:

You have the right under Section 1786.22 of the California Civil Code to contact ChoicePoint during normal business hours to obtain your file for your review. You may obtain such information as follows:

1. In person at ChoicePoint's office at the address listed above. You will need to furnish proper identification prior to receiving your file. You may have someone accompany you and should inform such person that they will also have to present reasonable identification. If you want ChoicePoint to disclose to or discuss your information with this third party, you may be required to provide a written statement granting ChoicePoint permission to do so.
2. By certified mail, if you make a written request (and provide proper identification) to have your file sent to a specified addressee.
3. By telephone, if you have previously made a written request and provided proper identification.

ChoicePoint has trained personnel to explain any information that is furnished to you and to explain any information that is coded.

**Unit Directors please note: If employee/volunteer checked "YES" above, and the employee/volunteer resides in California, you will need to provide the individual with a copy of their consumer report.**

## **United Boys & Girls Clubs of Santa Barbara County**

### **CODE OF SAFE WORK PRACTICES**

The Code of Safe Work Practices is to assist you in making safety a regular part of your work habits. Your supervisor is obligated to hold you responsible for your safety by enforcing these rules and by providing you a safe place to work. All employees are required, as a condition of employment, to develop and exercise safe work habits in the course of their work. Submit any suggestions for accident prevention, without fear of reprisal, to your immediate supervisor.

- a) I will immediately report to my supervisor all accidents or near misses, and injuries, no matter how slight, that occur on the job.
- b) I will cooperate with and assist in investigation of accidents to identify the causes and to prevent recurrence.
- c) I will promptly report to my supervisor all unsafe acts, practices, or conditions that I observe.
- d) I will become familiar with and observe safe work procedures during the course of my work activities.
- e) I will keep my work areas clean and orderly at all times.
- f) I will avoid engaging in any horseplay and avoid distracting others.
- g) I will obey all safety rules and follow published work instructions.
- h) I will wear personal protective equipment when working in hazardous areas, and/or as required by my supervisor.
- i) I will inspect all equipment prior to use and report any unsafe conditions to my immediate supervisor.
- j) I will submit any suggestions for accident prevention, which may assist in improved working conditions or work practices to my immediate supervisor.
- k) I will smoke in authorized locations only.
- l) I will not bring onto the job, have in my possession or in my vehicle, any weapons or ammunition of any kind.
- m) I will not have in my possession, use, or introduce any kind of intoxicating liquor or illegal drugs on any customer's property or work area or facility, or I will accept possible discharge for these illegal actions.
- n) I will not come to work under the influence of intoxicating liquor or illegal drugs, and realize that I will not be allowed to start work and may be immediately discharged for this action.