

Executive Summary

Policy Name:	Board Background Check Policy
Owner:	Human Resources
Date of Adoption:	October 29, 2021
Date of last Amendment:	
Policy Number:	PL-02-008

Reviewal Policy

The Audit Committee is responsible for reviewing this policy annually and recommending modifications as needed to the Board of Directors.

Purpose

This Policy was adopted by the Board, for the purpose of the conduct of background checks for the Officers of the Board and the Chair of the Audit Committee, focused on educational and criminal background checks on appointment or reappointment.

Board Background Check Policy

Approver: Board of Directors

Owner: Human Resources

Date of Adoption: October 29, 2021

Date of last Amendment:

Moved:

That the AIP Audit Committee recommends to the AIP Board of Directors that the Officers of the Board and the Chair of the Audit Committee be subject to educational and criminal background checks on appointment or reappointment. 03/26/2021

Timing and Conduct of Background Check to be performed: At the time of appointment or reappointment, the Nominating and Governance Committee will make the request to AIP Human Resources, who will initiate the background check process.

AIP will use a third-party agency to conduct the background checks. All background checks will be conducted in compliance with federal and state law. Information obtained through a background check will reside with the Audit Committee, will be kept in a member's file maintained by the Executive Administrator to the Board in strict confidence, and managed consistent with the terms and purpose of this policy; and will follow the Records Management Information System Policy regarding retention.

Evaluation of Background Check Results

All background check results will be reviewed by the Chief Human Resources Officer and an evaluation thereof delivered to the Audit Committee. The Audit Committee Chair will report the results annually to the Board (or when new reports are received). The only exception is the Audit Committee Chair's background results, of which those will be reported to the Vice Chair of the Committee who can determine, if in the event of adverse results, to consult with the Chair of the Board for further review and determination of any action.