

**NOTICE TO ALL APPLICANTS OR EMPLOYEES (COLLECTIVELY “APPLICANT”)  
LOS ANGELES FAIR CHANCE INITIATIVE FOR HIRING**

Pursuant to Section 189.04(B) of the Los Angeles Municipal Code, Ordinance No. 184652 (the “Ordinance”), you are hereby notified of the Ordinance and its provisions, which apply to employment applications for jobs located in the City of Los Angeles. The Ordinance’s provisions include:

<p><b>§ 189.02. EMPLOYMENT APPLICATION PROCEDURES:</b></p> <p>An Employer shall not include on any application for Employment any questions that seek the disclosure of an Applicant’s Criminal History. Criminal History means information regarding one or more Convictions. Convictions mean records from any jurisdiction indicating that a person has committed a felony or misdemeanor, provided that the Conviction is one for which the person has been placed on probation, fined, imprisoned or paroled.</p> <p>An Employer shall not, at any time or by any means, inquire about or require disclosure of an Applicant’s Criminal History unless and until a Conditional Offer of Employment has been made to the Applicant. A Conditional Offer of Employment is an offer of employment that is conditioned only on an assessment of the Applicant’s Criminal History.</p> <p><b>§ 189.03. EMPLOYMENT ASSESSMENT OF CRIMINAL HISTORY:</b></p> <p>If a Conditional Offer of Employment is made to an Applicant, and the Applicant’s Criminal History is disclosed, the Employer shall not take any Adverse Action against the Applicant based on the Criminal History unless the Employer performs a written assessment that effectively links the specific aspects of the Criminal History with risks inherent in the duties of the Employment position sought by the Applicant. Adverse Action means withdrawal or cancellation of the Conditional Offer of Employment or a failure or refusal to employ the Applicant.</p> <p>In performing the written assessment, the Employer shall, at a minimum, consider the factors identified by the United States Equal Employment Opportunity Commission and other factors as may be required by rules and guidelines promulgated by the Los Angeles Department of Public Works, Bureau of Contract Administration (“DAA”). An Employer, prior to taking any Adverse Action based on the Applicant’s Criminal History, shall provide that person with a Fair Chance Process.</p> <p>This Fair Chance Process includes:</p>	<ul style="list-style-type: none"> <li>- Providing the Applicant with written notification of the proposed Adverse Action, a copy of the written assessment and any other information or documentation supporting the Employer’s proposed Adverse Action;</li> <li>- Providing the Applicant with a period of at least five (5) business days from the Applicant’s receipt of notice of the Adverse Action within which the Applicant can submit to the Employer any information or documentation the Applicant would like the Employer to consider or advise the Employer of any inaccuracies with the Criminal History as reported.</li> <li>- If the Applicant provides the Employer with additional information or documentation the Employer will consider it and perform a written reassessment of the proposed Adverse Action.</li> <li>- If the Employer, after performing the written reassessment of the proposed Adverse Action, takes the Adverse Action against the Applicant, the Employer shall notify the Applicant of the decision and provide the Applicant with a copy of the written reassessment.</li> </ul> <p><b>§ 189.05. EMPLOYMENT APPLICATION PROCEDURES:</b></p> <p>An Employer shall not discharge, reduce the compensation of, or otherwise take any adverse employment action against any Employee for complaining to the City with regard to the Employer’s compliance or anticipated compliance with this article, for opposing any practice proscribed by this article, for participating in proceedings related to this article, for seeking to enforce his or her rights under this article by any lawful means, or for otherwise asserting any rights under this article.</p> <p><b>§ 189.05. EXCEPTIONS FROM EMPLOYMENT APPLICATION PROCEDURES:</b></p> <p>The above procedures do not apply if: (i) the Employer is required by law to obtain information regarding a Conviction; (ii) the Applicant would be required to possess or use a firearm; (iii) the law prohibits the Applicant with a Conviction from holding the position; or (iv) the law prohibits the employer from hiring an individual with a Conviction.</p>
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