PHILADELPHIA’S FAIR CHANCE HIRING LAW

ENSURING PEOPLE WITH CRIMINAL RECORDS HAVE A FAIR CHANCE TO WORK

Starting March 14, 2016, stronger protections under the City’s “Ban the Box” law go into effect.

It is illegal in Philadelphia for employers* to ask about your criminal background during the job application process.

This means that:

Employers cannot ask about your criminal background on job applications or during any job interview.

Employers can run your criminal background check ONLY AFTER a conditional offer of employment is made (final hiring depends on the results of your background check).

- Criminal convictions can be considered ONLY if they occurred less than 7 years from when you apply (not counting time of incarceration).
- Arrests that did not lead to conviction cannot be used in employment decisions.

If your background check reveals a conviction, the employer must consider:

- The type of offense and the time that has passed since it occurred;
- Its connection to the job you are applying for; and
- Your job history, character references, and any evidence of rehabilitation.

Employers can reject you based on your criminal record ONLY if you pose an unacceptable risk to the business or to other people.

If you are rejected, the employer must send the decision to you in writing with a copy of the background report used to make the decision.

- You have 10 days to give an explanation of your record, proof that it is wrong, or proof of rehabilitation.

WE CAN HELP!

If you believe an employer has violated the law, you can file a complaint with the PCHR.

Philadelphia Commission on Human Relations
601 Walnut Street, Suite 300 South
Philadelphia, PA 19106
(p) (215) 686-4670 (f) 215-686-4684
e-mail: pchr@phila.gov
www.phila.gov/humanrelations

*Some employers are exempt.
This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact the Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

888-897-7781
dhs.gov/e-verify

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781
dhs.gov/e-verify
If you have the skills, experience, and legal right to work, your citizenship or immigration status shouldn’t get in the way. Neither should the place you were born or another aspect of your national origin. A part of U.S. immigration laws protects legally-authorized workers from discrimination based on their citizenship status and national origin. You can read this law at 8 U.S.C. § 1324b.

The Immigrant and Employee Rights Section (IER) may be able to help if an employer treats you unfairly in violation of this law.

The law that IER enforces is 8 U.S.C. § 1324b. The regulations for this law are at 28 C.F.R. Part 44.

Call IER if an employer:
- Does not hire you or fires you because of your national origin or citizenship status (this may violate a part of the law at 8 U.S.C. § 1324b(a)(1))
- Treats you unfairly while checking your right to work in the U.S., including while completing the Form I-9 or using E-Verify (this may violate the law at 8 U.S.C. § 1324b(a)(1) or (a)(6))
- Retaliates against you because you are speaking up for your right to work as protected by this law (the law prohibits retaliation at 8 U.S.C. § 1324b(a)(5))

Don’t let anyone take it away.

The law can be complicated. Call IER to get more information on protections from discrimination based on citizenship status and national origin.

Immigrant and Employee Rights Section (IER)
1-800-255-7688                     TTY 1-800-237-2515
www.justice.gov/ier
IER@usdoj.gov

U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section, January 2019

This guidance document is not intended to be a final agency action, has no legally binding effect, and has no force or effect of law. The document may be rescinded or modified at the Department’s discretion, in accordance with applicable laws. The Department’s guidance documents, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations, or binding judicial precedent. For more information, see “Memorandum for All Components: Prohibition of Improper Guidance Documents,” from Attorney General Jefferson B. Sessions III, November 16, 2017.
Si usted dispone de las capacidades, experiencia y derecho legal a trabajar, su estatus migratorio o de ciudadanía no debe representar un obstáculo, ni tampoco lo debe ser el lugar en que usted nació o ningún otro aspecto de su nacionalidad de origen. Existe una parte de las leyes migratorias de los EE. UU. que protegen a los trabajadores que cuentan con la debida autorización legal para trabajar de la discriminación por motivos de su estatus de ciudadanía o nacionalidad de origen. Puede consultar esta ley contenida en la Sección 1324b del Título 8 del Código de los EE. UU.

Es posible que la Sección de Derechos de Inmigrantes y Empleados (IER, por sus siglas en inglés) pueda ayudar si un empleador lo trata de una forma injusta, en contra de esta ley.

La ley que hace cumplir la IER es la Sección 1324b del Título 8 del Código de los EE. UU. Los reglamentos de dicha ley se encuentran en la Parte 44 del Título 28 del Código de Reglamentos Federales.

Llame a la IER si un empleador:

- No lo contrata o lo despedir a causa de su nacionalidad de origen o estatus de ciudadanía (esto podría representar una vulneración de la ley contenida en la Sección 1324b(a)(1) del Título 8 del Código de los EE. UU.)
- Lo trata de una manera injusta a la forma de comprobar su derecho a trabajar en los EE. UU., incluyendo al completar el Formulario I-9 o utilizar E-Verify (esto podría representar una vulneración de la ley contenida en la Sección 1324b(a)(1) o (a)(6) del Título 8 del Código de los EE. UU.)
- Toma represalias en su contra por haber defendido su derecho a trabajar al amparo de esta ley (la ley prohíbe las represalias, según se indica en la Sección 1324b(a)(5) del Título 8 del Código de los EE. UU.)

Esta ley puede ser complicada. Llame a la IER para más información sobre las protecciones existentes contra la discriminación por motivos del estatus de ciudadanía o la nacionalidad de origen.

Sección de Derechos de Inmigrantes y Empleados (IER)
1-800-255-7688 TTY 1-800-237-2515
www.justice.gov/crt-espanol/ier IER@usdoj.gov

Este documento de orientación no tiene como propósito ser una decisión definitiva por parte de la agencia, no tiene ningún efecto jurídicamente vinculante y puede ser rescindido o modificado a la discreción del Departamento, conforme a las leyes aplicables. Los documentos de orientación del Departamento, entre ellos este documento de orientación, no establecen responsabilidades jurídicamente vinculantes más allá de lo que se requiere en los términos de las leyes aplicables, los reglamentos o los precedentes jurídicamente vinculantes. Para más información, véase «Memorándum para Todos Los Componentes: La Prohibición contra Documentos de Orientación Impropias», del Fiscal General Jefferson B. Sessions III, 16 de noviembre del 2017.
Introduction
The privacy and safety of your personal information is very important to us. This notice outlines the personal information we collect about you in connection with your application for employment with Urban Outfitters, Inc. (“URBN” or the “Company) and how that information will be used in accordance with section 1798.100(b) of the California Consumer Privacy Act.

Please read this notice carefully. Questions about this notice may be directed to URBN’s Data Protection Officer via email DataPrivacyOfficer@urbn.com or by mail at: Data Protection Officer, Urban Outfitters, Inc. 5000 South Broad Street, Philadelphia, PA 19112. If you need an alternative format of this notice, please contact the Company’s Employment Administration Department at 5000 South Broad Street, Philadelphia, PA 19112 or via email employmentadmin@urbn.com.

What Information Do We Collect and How Do We Use It?
We collect your personal information in several ways including when you choose to share it with us, when you provide publicly available information to our job search partners and when you use Company-provided electronic equipment. We intend to comply with applicable laws no matter how we obtain your personal information.

The table below describes what we collect and why.

<table>
<thead>
<tr>
<th>Categories of Personal Information</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Identifiers.</strong> Name, address, email address, Social Security Number, driver’s license number, passport number, etc.</td>
<td>We use this information to allow you to register with our careers website, allow you to search and apply for jobs at URBN locations, manage your applicant account, process your application, conduct reference checks, conduct a background check if you are offered a job, communicate with you as part of the recruitment process, and to comply with federal, state, and local reporting and disclosure requirements.</td>
</tr>
<tr>
<td><strong>Personal Information under California’s Records Destruction Law.</strong> Signature, telephone number, education, employment history, etc.</td>
<td>We use this information to assess your capabilities and qualifications for a job, process your application, conduct a background check if you are offered a job, and communicate with you as part of the recruitment process.</td>
</tr>
</tbody>
</table>
## Categories of Personal Information

<table>
<thead>
<tr>
<th><strong>Internet and Electronic Network Activity.</strong> Browsing and search history, etc.</th>
<th>We collect this information when you use any Company computing equipment (for example, a Company-issued laptop) or other Company electronic devices (for example, store/restaurant computer, kiosk), and when you access the Company guest internet network. We may use this information for security and fraud prevention.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Audio, Electronic, Visual.</strong></td>
<td>We may use video conferencing programs and/or video interviewing software as part of the recruitment process to conduct interviews and evaluate applicants for employment. Additionally, some retail/restaurant locations may be equipped with video monitoring for security purposes, so we may capture your video image in public areas when you visit a store/restaurant as part of the recruitment process (for example, if you attend a hiring event or in-person interview). This information may be used for security and fraud prevention.</td>
</tr>
<tr>
<td><strong>Professional or Employment-Related Information</strong></td>
<td>We use this information to assess your capabilities and qualifications for a job, process your application, conduct a background check if you are offered a job, and communicate with you as part of the recruitment process.</td>
</tr>
<tr>
<td><strong>Communications with you, e.g. email, chat logs, etc.</strong></td>
<td>We may use this data in order to communicate regarding the recruitment and selection process including processing your application, scheduling interviews, and responding to your inquiries.</td>
</tr>
<tr>
<td><strong>Inferences Drawn to Create a Profile</strong></td>
<td>We may use inferences drawn from other data, including the personal information identified above, to create and/or update candidate profiles so we may identify and research prospective candidates for employment.</td>
</tr>
</tbody>
</table>
Please note that the uses listed above are subject to the Company’s other legal obligations and applicable law. For example, we may be required to provide or use certain information in connection with litigation or similar matters.