As a result of two new California laws, Assembly Bill (AB) 1008 and (AB) 168, steps have been taken to ensure our current hiring practices align with employment law effective January 1, 2018.

Key Changes to Current Hiring Practices

<table>
<thead>
<tr>
<th>Ban the Box (AB1008)</th>
<th>Salary History (AB168)</th>
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<td>This law provides job applicants with prior conviction history a fair chance to obtain employment.</td>
<td>This new measure is designed to narrow the gender pay gap.</td>
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</table>

- *We cannot* include questions on job applications that ask about an applicant’s conviction history,

- *We cannot* inquire into or consider an applicant’s conviction history until the applicant has received a conditional employment offer.

- Background checks can only be initiated *after* a conditional offer of employment has been made.

- Job applications no longer include questions requesting an applicant’s salary history.

- We can no longer ask about an applicant’s salary history.

- We cannot rely on salary history when determining whether to offer employment or what salary to offer (unless voluntarily provided).

- If an applicant voluntarily discloses salary history without prompting, we may consider that information to determine the salary for that applicant along with other factors in setting salary offer.

- Upon request, we must provide the pay scale for the position to which an applicant applied.