



EMPOWER. EDUCATE. ENFORCE.

The Office of Civil Rights and Wage Enforcement Baltimore Community Relations Commission BAN THE BOX- EMPLOYEE

WHAT IS BAN THE BOX?

Employers in the City of Baltimore cannot ask if an applicant has a criminal history or conduct a criminal-record check on an individual who has not yet received a conditional offer of employment. Employers can no longer immediately turn you away because of a criminal record. Instead, they must first evaluate your application on its own merit.

WHAT IS A CONDITIONAL OFFER OF EMPLOYMENT?

A conditional offer of employment is a job offer that is pending on the successful completion of certain things. For example, a drug test, a skills test or a background check could be terms of a conditional offer.

WHAT IF AN EMPLOYER ASKS ME ABOUT MY CRIMINAL HISTORY?

If an employer asks if you have a criminal record before giving you a job, you should answer the question truthfully. Then you should contact the Office of Civil Rights and Wage Enforcement and explain what happened so that you may begin the complaint process.

WHAT HAPPENS AFTER I FILE A COMPLAINT?

The Baltimore Community Relations Commission can conduct an investigation and hear the case. If you file a complaint against an employer, they are not allowed to discriminate or retaliate against you.

After hearing your case, the Commission may award you:

- Back pay for lost wages
- Reinstatement
- Compensation
- Reimbursement for expenses
- Attorney's fees

For more information please call: (410) 396-3141
or visit www.civilrights.baltimorecity.gov