**Reference Check Disclosure Policy**

Employers should only share truthful, supportable information, regardless with whom it is shared. States have [job reference immunity laws](https://www.shrm.org/ResourcesAndTools/tools-and-samples/policies/Documents/Job%20Reference%20Immunity.pdf) that can cover VOE requests, and if truthful information is given in good faith, the employer will likely be protected from defamation claims. Additionally, a signed consent from the employee should be obtained when possible, with some state immunity laws requiring consent to be protected.

All requests for information on current or former employees must be referred to the Human Resources Department. Information given by phone will be limited to verification of employment dates, position title, and salary.

In response to written requests (i.e., mortgage applications), information such as salary, dates of employment, and job position may be provided, if an authorization signed by the employee is provided.

Representatives of Government or law enforcement agencies, in the course of their business, may be allowed access to file information. Personnel file access by employees and former employees will usually be provided in response to a legal subpoena or court order. Such cases will be handled on an individual basis.

All employee files are the property of [Company Name].