

PERSONNEL SECURITY

These procedures apply to all direct-hire employees, whether full-time, part-time, temporary, or seasonal.

Applicants who appear to meet the position qualifications will be interviewed, and the results of those interviews documented.

A written contract with business partners who supply contracted employees who work at our company's facilities will require the contractor to conduct identical checks, and to agree in writing that our company representatives may physically verify through review of employee files the contractor has in fact conducted such checks.

If being considered for hire, the following background checks will be performed on the applicant. All background check items will be documented, and evidence of these checks will be retained in the personnel file, as allowed by law. Documentation that cannot be legally maintained within the employee file will be retained separately, according to applicable laws. Check off each item on this list as it is placed in the employee file, and place the completed check list in the employee file as well.

Original application: references and employment history must be verified. The person conducting the verification will write on the application their initials, the date, the person spoken with for verification, and any relevant comments.

Drug/alcohol screening

Criminal background, nationwide (note the existence of a criminal record may not preclude employment, but does warrant further review per company policy)

Copy of government issued photo identification

Copy of social security card

Right to work/legal status verification

Within seven calendar days of hiring, the new employee's name and social security number will be verified via the Department of Homeland Security's E-Verify system. A copy of this verification will be retained.

I-9 form

Verification of social security/social insurance number

Financial check

Social verification (e.g., visit to home, relatives, etc.)

Once employed, the company reserves the right to conduct periodic checks and reinvestigations, based on cause, and/or the sensitivity of the employee's position.