

Attachment A

BACKGROUND SCREENING CRITERIA

UK Pre-employment Vetting

Pre-employment Vetting Checks

1. Pre-employment **Vetting**. Prior to performing services for Experian, all Supplier employees subcontractors or anyone else providing services to Experian provided by the Supplier who will have access to an Experian network shall undergo a pre-employment vetting check in accordance with the standards set out below.

1.1 Supplier shall perform the following pre-employment checks:

- (i) According to the Immigration, Asylum and Nationality Act 2006 - will verify proof of right to work in the UK, checking and recording documents as per the standards laid out by the Home Office.
- (ii) will carry out a basic criminal records check
- (iii) will carry out an Identity check. This should be by obtaining original ID documents, the supplier must make every effort to ensure the authenticity of these documents
- (iv) will carry out an Residency check to confirm current address. This can be by electronic authentication or by obtaining original documents dated within the last 3 month The supplier must make every effort to ensure the authenticity of these documents.
- (v) Verify the individual's activity history for a minimum of 5 years prior to the date of verification, not including gaps of under 3 months; and
- (vi) Verify education to confirm qualifications when relevant to the role.

1.2 The Supplier will also perform a financial check to include directorship information.

2. **Adjudication criteria.** An individual shall be deemed ineligible to perform Services for Experian without a written waiver from Experian's Human Resources Departments if the individual:

- (i) has answered that they do not have any detrimental financial information in their application and subsequent checks show there is detrimental information linked to them
- (ii) has a CCJ, IVA or Bankruptcy Order
- (iii) if there is information present that indicates the individual has a directorship or material interest in another company other than that to which the Supplier makes payments for the services delivered by the contractor to Experian Ltd.
- (iv) If a candidate has been convicted of any offence that is unspent.
- (v) materially misrepresented their education, prior employment or employment history including the positions held, or
- (vi) provided documentation that is unable to be verified or is identified as belonging to another individual.
- (vii) has gaps in referencing of 3 months or more where no satisfactory proof can be obtained detailing activities for the period.