

## BACKGROUND SCREENING CRITERIA

1. **US Based Personnel.** Prior to performing services for Experian, all Third Party personnel who will: (a) have access to an Experian network; (b) have access to, or the capability to view or use Experian Information; or (c) be on Experian premises for more than one day and issued an access badge (individuals who are issued visitor badges and are escorted onsite by an Experian staff member for the entirety of their visit do not fall under this criterion), shall undergo a background check in accordance with the standards set forth below.

"Experian Information" means Experian highly sensitive information including, by way of example and not limitation, data, databases, application software, software documentation, supporting process documents, operation process and procedures documentation, test plans, test cases, test scenarios, cyber incident reports, consumer information, financial records, employee records, and information about potential acquisitions, and such other information that is similar in nature or as mutually agreed in writing, the disclosure, alteration or destruction of which would cause serious damage to Experian's reputation, valuation, and / or provide a competitive disadvantage to Experian. Supplier shall perform a background investigation with the following scope of work:

- 1.1. Third Party shall perform a background investigation with the following scope of work:

- 1.1.1. Social Security verification/trace;

- 1.1.2. a county criminal search consisting of a 7 years history search for felonies and / or misdemeanours for addresses lived, worked and went to school, including up to 3 AKAs (scope of work includes developing addresses off social security trace or Address Information Manager (AIM) report);

- 1.1.3. federal district search consisting of a 7-year history search for felonies and / or misdemeanours for addresses lived, worked, and went to school, including up to 3 AKAs;

- 1.1.4. a national criminal database search (COPS, NationScan or similar multi-jurisdiction search of state and county criminal records and databases, including, but not limited to sex offender registries, Office of Foreign Assets Control lists, FBI most wanted fugitives, and wanted fugitives lists published by federal, state and local law enforcement agencies and other sources, which hits must be verified by performing corresponding county court searches;

- 1.1.5. U.S., foreign governments and international organisations terrorist watch and sanctions lists, including, but not limited to OFAC Specialty Designated Nationals and Blocked Persons, OFAC Sanctioned Countries, including major Cities and Ports, Non-Cooperative Countries and Territories, Department of State Trade Control Debarred Parties, U.S. Bureau of Industry and Security [Unverified Entities List, Denied Entities List, Denied Persons list], FBI Most Wanted Terrorist & Seeking Information, INTERPOL Most Wanted List, Bank of England Sanctions List, OSFI – Canadian Sanctions List, United Nations Consolidated Sanctions List, Politically Exposed Persons List, European Union Terrorism List, and World Bank Ineligible Firms;

- 1.1.6. verify the individual's employment history for a minimum of 5 years prior to the date of verification, or the individual's last 3 employers, whichever is the shorter period of time; and

- 1.1.7. verify education to confirm the highest degree obtained or, if no degree has been obtained, then verify the individual received a high school diploma, GED or equivalent.

- 1.2. Upon written request of Experian, Third Party will also perform a credit check. A credit check will only be required where necessary for compliance with the Federal Credit Reporting Act or other applicable laws and regulations or where the individual will have access to highly sensitive information as designated by Experian.

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

- 2.1. has been convicted, released, or paroled within 7 years from the date of screening of any felony or misdemeanour involving violence or threats of violence against another person or dishonesty, including, theft, fraud, receipt of stolen property or forgery;

- 2.2. has been convicted, released or paroled within 7 years (3 years in the case of a misdemeanour) from the date of screening of any felony involving the sale, manufacture, or distribution of a controlled substance (including Marijuana); sex offenses; a violation or destruction of property (e.g. arson, vandalism, trespass, or computer hacking); or an unlicensed weapon possession;

- 2.3. has been convicted, released, or paroled within 7 years (2 years in the case of a misdemeanour) from the date of screening of offenses involving the possession or use of a controlled substance (including Marijuana);

- 2.4. has an open warrant or pending charge (including those subject to deferred adjudication or deferred sentencing) involving any of the above-mentioned offenses;

- 2.5. materially misrepresented their education, prior employment or employment history including the positions held, or
  - 2.6. provided a social security number that is unable to be verified or is identified as belonging to another individual.
3. **Non-US Based Personnel.** Personnel based in jurisdictions outside the United States who will: (a) have access to an Experian network; or (b) have access to, or the capability to view or use Experian Information shall be background screened consisting of a 7 year history search for offenses involving crimes of violence, fraud, theft, destruction of property or moral turpitude, to the extent permitted by local law.