

BACKGROUND CHECK POLICY

VENDORS, SUPPLIERS, CONTRACTED SERVICES PROVIDERS

Contractor/Vendor refers to any company or business hired to perform work or services for Phoenix Infrastructure LLC, and all affiliates (“Phoenix”). Businesses covered by this policy include but are not limited to those providing services, including cleaning, painting, computer cabling, HVAC, electrical and plumbing, as well as other construction services, property management, staffing, and security.

Contractors and vendors hired to perform any services or work, are required to certify that their employees, subcontractors, agents, and anyone working for them or on their behalf who will be performing work under a contract with Phoenix and who may be assigned to work in our facilities, have undergone criminal background checks. The criminal background check must include all jurisdictions where the employee/applicant has resided within the past seven years.

Contractors and vendors are required to sign a certification attesting to their understanding and compliance with this policy. The certification by the contractor shall state that all personnel assigned or engaged to work for Phoenix have had a criminal background check and that the contractor has reviewed the results with regard to the concerns described in this policy and decided of suitability. A current criminal background check is one that was conducted upon placement as an employee with the contractor or vendor.

The contractor/vendor shall also certify that before seeking to assign any newly hired employees to work at Phoenix it will require a criminal background check and will conduct a review of the results consistent with this policy.

Contractors and vendors are required to maintain and keep current an accurate list of the names of individuals assigned or engaged by the contractor to perform work at Phoenix, and to promptly provide the list to the Phoenix HR upon request. Phoenix’s HR department may from time-to-time audit compliance with this and other Phoenix policies.

Contractors/vendors shall sign the required certification under penalties of perjury, verifying compliance with the policy when they sign or renew a contract with Phoenix.

Failure to comply with this policy will constitute breach of the contractor/vendor’s contract with Phoenix and may result in sanctions against the contractor/vendor up to and including termination as an Phoenix contractor/vendor.

CONTRACTOR/SERVICE PROVIDER CERTIFICATION

I have reviewed Phoenix’s Policy on Background Checks for Contractors and Vendors (the Policy) and acknowledge the obligation as a contractor/vendor of Phoenix to conduct criminal background checks as outlined in the Policy.

I certify that only appropriately cleared employees, subcontractors or agents will be assigned by me to work for Phoenix. I further certify that before assigning any employee, subcontractor or agent hired after the date of my signature below to work in any Phoenix facility, I will require a criminal background check and will conduct a review of the results consistent with the standards below.

I understand that failure to comply with Centersquare’s policy and this certification will constitute a breach of my contract with Phoenix and may result in termination of the contract and loss of opportunity to be considered for future contracts.

By signing this Certification, I confirm that I have adhered to the following standards and procedures:

The contractor has performed or had performed a criminal background check for applicants, employees, subcontractors, or agents to be assigned to work for Phoenix to include work in any Phoenix facility,

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as defined by the Policy, under the contract with Phoenix.

The contractor has performed further review of any applicants, employees, sub-contractors, or agents to be assigned to work at or in any Phoenix facility who is discovered to have a criminal history. Suitability for assignment to work with Phoenix was assessed and determined based on the following:

Any felony conviction or pending charge for any offense within ten years following the disposition thereof, including termination of any period of incarceration or custody, will disqualify an employee of the contractor from working at an Phoenix site.

Any repeat felony convictions for any violations within ten years following the disposition thereof, have been subjected to further review.

The contractor will re-assign from work on campus any employee, subcontractor or agent who is arrested for a felony offense during the term of the contract.

In reviewing the information of the employee, subcontractor or agent and determining whether repeat felony convictions other than those for violent acts, or theft (e.g., drug use, possession, or sale) will prevent an individual from being assigned to work in a, the contractor will ultimately determine suitability by considering factors that include, but are not limited to, the following:

- Age at time of conviction(s);
- Number of convictions;
- Nature of conviction(s);
- Severity of conviction(s);
- Length of time since conviction;
- Behavior since conviction.

Any other potential risk factors to be weighed in terms of the type of job responsibilities which fall under the position of the employee.

Acknowledged on behalf of: ENTER FULL COMPANY NAME HERE

Signature: _____

Name: _____

Title: _____

Date: _____