



**MANCER®**  
— The Mindware Specialist —

# **EMPLOYEE BACKGROUND VERIFICATION POLICY**

## **MANCER CONSULTING SERVICES**

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## **Employee Background Verification Policy**

To ensure that individuals who join MANCER are well qualified and have a strong potential to be productive and successful employees, it is MANCER's policy to investigate the background and employment references of applicants. Background investigations will be conducted at MANCER's discretion.

MANCER relies on the accuracy of information contained in employment applications, as well as the accuracy of other data presented throughout the hiring process and during employment. Any misrepresentations, falsifications, or material omissions in any of this information or these data may result in an applicant being excluded from further consideration for employment or, if an individual has already been hired, termination of employment.

The Company is committed to recruit the best qualified persons who can effectively contribute to the Company's goals and objectives. The Company believes that employment reference checks are an important tool and key element in the recruitment and selection process.

### **Policy**

The Company will exercise its right to verify and validate information given during the recruitment process in order to ascertain suitability for employment.

This will be done through reference checks with individuals from the candidate's previous employment, as authorized by the applicant with respect to external applicants, and with the immediate and previous supervisor(s) of internal applicants, for fresher's character certificate needs to be attested by the registrar of the college or any certified gazetted officer.

The Company will attempt, whenever possible, to release honest and pertinent reference information on former employees, or current employees with permission, without malice, and in confidence to potential employers, subject to verification.

### **WHEN BACKGROUND INVESTIGATIONS WILL BE CONDUCTED**

All applicants who are offered employment with MANCER will be subject to a background investigation. Offers of employment are contingent on the successful completion of a background investigation.

## **OUR COMPANY'S RESPONSIBILITIES**

Hiring managers and HR staff must:

- Inform candidates that a background check is required in the position's job advertisement.
- Ask candidates to provide written permission before conducting a background check and let them know how long the process will take.
- Hire a reputable and reliable background check provider. Criteria to consider when choosing a provider are: cost, legality, commitment to confidentiality and turnaround time. If our current provider doesn't meet our requirements for these criteria, HR should search for a new provider.
- Inform candidates of the results of their background checks and what we plan to do (reject or move candidates to the next hiring phase.) Background check providers should give candidates copies of their results.
- Conduct a background check on all candidates who pass through the [interview phase] for a specific position without discriminating against certain individuals.
- Give candidates information they need to dispute a report or address any issues a background check turns up.

## **INFORMATION OBTAINED IN BACKGROUND INVESTIGATIONS**

Every offer of employment with MANCER will be made contingent on a background investigation. The nature and extent of the investigation will depend on the job duties of the position for which an offer is made.

The following chart sets forth the types of background investigations that may be conducted:

Type of Investigation	Guidelines	Coverage
Employment Verification/ Reference checks;  ✚ Employment History of 5 years ✚ Identity and Address Verification ✚ Verification of past employment, education ✚ driving license, professional certifications, and other information provided by an applicant	MANCER will request references from past employers and verify previous employment, education and professional certifications.  MANCER will also verify any other information provided by an applicant that it determines is job related.	All Positions
Criminal Check	National Police check	All Positions
Education Verification	Highest Educational Qualification + professional membership	All Positions

**Guidelines for Obtaining Employment References**

- 1) All external applicants interviewed for a position at MANCER will be asked to provide written authorization for MANCER to obtain reference information from current and former employers.
- 2) HR Managers are responsible for obtaining references from previous employees.
- 3) Whenever possible, a minimum of two to three verbal references from current and/or former employers should be obtained for any candidate to whom the HR is considering making a job offer. If the candidate has listed less than two reference sources, he/she should be asked to provide names of individuals with whom he/she has worked with i.e. colleague or peer etc. References may include immediate superiors, peers and subordinates. References from those to whom a candidate reported, are preferred.
- 4) Company reserves the right to terminate the given offer of employment in case of any manipulation or misrepresentation found in given record of candidate.

## **USE OF INFORMATION OBTAINED IN A BACKGROUND INVESTIGATION**

Information obtained from a background investigation will be considered for employment purposes be reviewed to determine:

- Whether false statements or material omissions were made by an individual on an application for employment or during an interview;
- Whether an applicant or employee, based on the job duties of the position in question, poses a threat to security and/or employee safety in the workplace; and