	HUMAN RESOURCES POLICIES AND PROCEDURES	
	SUBJECT: BACKGROUND SCREENING	EFFECTIVE DATE: November 7, 2009
		REVISION DATE: April 1, 2024
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REVISED SECTIONS ARE MARKED BY AN ASTERISK (*)		

I. *SUMMARY

Perdue will maintain processes and procedures, in accordance with applicable federal and state law, for the screening of Perdue associates and candidates for employment and may maintain required screening requirements for any supplemental workers on Perdue property or for any supplemental workers that maintain access to Perdue products and/or information. The Human Resources Department will be responsible for the daily execution of such processes and procedures.

II. SCOPE

This policy applies to all U.S. Locations of Perdue, its divisions, and subsidiaries.


III. POLICY

Perdue regards the safety and security of its associates, visitors, and vendors of paramount importance. As such, every facility must maintain and incorporate into their Human Resources operating procedures a specific plan for conducting post-offer, pre-employment background investigations on any final candidates for employment with Perdue. Perdue also reserves the right to conduct background investigations on current associates for cause pursuant to an investigation or regulatory requirements.

In all cases, final employment is contingent upon acceptable results of the background investigation, which may include a portion of or all the following checks, depending upon the roles and responsibilities for the position and to the extent permitted and in accordance with applicable law.

- Social Security Trace
- Employment History
- County and/or National Criminal Records Check
- Educational Check
- Professional License Check
- Driver's License/Commercial Driver's License (DL/CDL) Check
- Summarized Credit History
- OFAC (Office of Foreign Assets Control) or SDN (Specially Designated Individuals List)
- TSDB (Terrorist Screening Database)

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Rehires who have not previously completed a background investigation, or those whose background investigation was not completed within the last 6-months, are **REQUIRED** to be screened in accordance with this policy to the extent permitted and in accordance with applicable law.

NOTE – This policy is considered independent and separate from the Drug and Alcohol Policy, No. 903 that stipulates the conditions of and approved testing requirements for pre-employment drug and alcohol testing programs.

IV. BACKGROUND SCREENING PROCESS

- A. All candidates for employment must successfully complete the interview process and fill out a Perdue Employment Application in its entirety.
- B. Once a final candidate is identified, HR Management must extend an offer for employment contingent on successful completion of the background investigation.


Note – All actions related to the ordering and adjudication of the background investigation process, as well as entering data, will take place within the third-party provider’s secure internet site.

- C. The HR Manager, or his/her designee, will authorize the background investigation.
- D. The final candidate will be required to fill out the online background questionnaire and the “Disclosure and Release of Information Authorization” statement.
- E. Once complete, the background investigation firm will post the individually ‘graded’ results labeled as: “**Level 1**”, “**Level 2**”, or “**Level 3**”.
- F. The Perdue Hiring Coordinator/HR Manager must review the findings of the completed background investigation.
 - If all requested elements are labeled as “**Level 1**” – Complete the hiring process by notifying the applicant and confirming a start date, etc.
 - If one or more elements are labeled as “**Level 2**” or “**Level 3**” – The Hiring Coordinator must receive approval from the appropriate HR Manager, HR Director, or Director of Corporate Security as notated on the applicable adjudication matrix.

V. *ADJUDICATION

To provide consistent evaluation and adjudication of all applicants and determine an individual’s suitability to work at Perdue, the final reviewer should take into account various factors including, but not limited to:

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- The specific nature and gravity of the discrepancy or offense
- The age of the discrepancy or offense
- The job-relatedness of the discrepancy or offense
- The individual's age and maturity at the time of the offense
- The individual's showing they were not correctly identified in the criminal record, or that the record is otherwise inaccurate
- The facts or circumstances surrounding the offense or conduct
- The number of offenses for which the individual was convicted
- Older age at the time of conviction, or release from prison
- Evidence that the individual performed the same type of work, post-conviction, with the same or a different employer, with no known incidents of criminal conduct
- The length and consistency of employment history before and after the offense or conduct
- Rehabilitation efforts, (e.g., education/training)
- Employment or character references and any other information regarding fitness for the particular position
- Whether the individual is bonded under a federal, state, or local bonding program

Generally, any information indicating that the applicant poses a threat to the Company, its associates, customers, or the general public may lead to rejection of an applicant for employment. In addition to these general concerns, information related to particular job functions may also lead to adverse employment decisions. Examples may include information that demonstrates financial irresponsibility for positions that require fiduciary responsibility, poor or unsafe driving history for positions that include driving on behalf of the Company, or a history of crime(s) related to handling or transporting hazardous materials for individuals subject to the Chemical Facility Antiterrorism Standards. Finally, an adverse employment action may also result where the information discovered during the background screening process is significantly different or inconsistent with the information provided by the applicant.

Once the Background Screening process is complete and adjudicated by the responsible HR Manager, the applicant is informed of the results. If the applicant is deemed acceptable, he/she is hired. If the applicant is found unacceptable "based in whole or in part due to the results of the background investigation", the following actions are initiated.

Note – All actions related to the ordering and adjudication of the background investigation process, as well as entering data, will take place within the third-party provider's secure internet site.

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- A. The HR Manager or his/her designee will order a Pre-Adverse action letter.
- B. The letter, a copy of the background report, and a copy of their FCRA rights (along with any applicable state or local information) is provided to the applicant directly from the background investigation firm.
- C. The candidate is provided the opportunity to contest the findings directly with the background investigation firm.
(Note- During this time the Company is not restricted from generally pursuing other candidates.)
 - If the candidate does not contest the findings within five business days, the final “adverse action” letter is sent to the candidate and the offer of employment is rescinded.
 - If the candidate contests the findings and the original findings are not upheld, the revised findings are sent to the site HR Manager (or original requester) for re-evaluation.
 - If the candidate contests the findings and the original findings are upheld, a final “adverse action” letter is sent to the candidate and the offer of employment remains rescinded.
- D. Note that additional notices may be required pursuant to state and/or local law.


VI. CONFIDENTIALITY

To ensure privacy, all pre-employment background investigations are conducted by a third party (“background investigation firm”). All investigations are conducted according to the requirements of the Fair Credit Reporting Act (FCRA), the Americans with Disabilities Act (ADA), Title VII of the Civil Rights Act of 1964, as amended, and state and federal anti-discrimination and privacy laws, as well as any applicable state and local laws specific to background checks.

The ‘Disclosure and Release’ or A & R forms and all reports, forms, and results are strictly confidential and shall only be viewed by Perdue associates who have a direct responsibility in the hiring process. They shall not be kept or maintained separately in any form. Furthermore, at no time should the results of the investigation be printed, saved electronically, or otherwise shared with anyone that does not have a direct ‘need-to-know’ in the performance of job duties. The background investigation firm will maintain the responsibility to properly store and secure all the documents and forms related to the background investigation process.

General findings based on the background investigation such as, “Does Not Meet Standards” may be shared with the appropriate hiring manager but at no time shall the specific cause for the adverse action or other findings be shared outside of those with a direct need-to-know.

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VII. EXCEPTIONS

A VP of Human Resources is the only person who can make exceptions to this policy. If a Hiring Manager wishes to hire an applicant whose background investigation results are “Does Not Meet Standards”, and where the authorized reviewer has already ruled, approval by a VP of Human Resources is required.

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