

## **GE Research Contingent Worker Background Check Requirement**

Suppliers of Contingent Workers that require access to: GE Research (Company) property on an unescorted basis, proprietary information of GE or its customers, electronic assets (e.g., computers, mobile phones, tablets) or systems must, to extent permitted by law, submit the proposed Contingent Worker to an approved background check from a Company authorized-background check provider as is spelled out in the General Electric Company Guidelines for Background Check Process. GE Research owned worksites are “security sensitive,” and as such the associated additional requirements are applicable.

The background check shall be conducted as follows:

- 1) a verification of the worker’s identity using national identification numbers, prior addresses and reporting databases.
- 2) a criminal record check of the worker covering a minimum of the last seven years for all places of residence and places of employment. This check must include a search of the state/county or local courthouse records and federal or national courthouses for violations of state or local and federal or national laws and include a review of the National Criminal records database. These checks may be conducted either via an electronic data base or in person where such records are not maintained in an accessible database and are available (e.g. United States, Mexico, etc.) and where it is not a violation of a local law to access such records.
- 3) a Global Sanctions Watch List check to assure that the worker is not included on any of the included lists
- 4) a check of the worker’s last seven years of employment history including dates, title, employer, and position
- 5) a verification of the worker’s highest level of education
- 6) a driver record search

Prior to allowing the proposed Contingent Worker access to: GE property on an unescorted basis, proprietary information of GE or its customers, electronic assets (e.g., computers, mobile phones, tablets) or systems, the Contingent Worker Supplier shall furnish to GE Research Security an official document attesting that the proposed Contingent Worker’s background check was completed and that there were no adverse findings, discrepancies, gaps, or omissions. Suppliers shall provide the background check to GE Research only upon GE’s request (e.g., where the Contingent Worker’s duties are associated with a regulatory program that obligates GE Research to perform a direct review of a background check).

The Supplier shall retain a copy of the background check for inspection by Company for at least three years following the end of placement at GE Research. The Supplier shall exercise its best efforts to assure that none of its workers pose a threat to the safe working environment at GE Research, or a threat to the integrity of the business operations.

For any additional questions or clarifications, have your GE Sponsor contact site security.

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**\*Please print the Attestation Letter on your Company Letterhead**

DATE \_\_\_\_\_

GE RESEARCH  
SECURITY DEPARTMENT  
1 RESEARCH CIRCLE  
NISKAYUNA, NY 12309

**SUPPLIER EMPLOYEE FULL NAME:** \_\_\_\_\_

GE Research,

\_\_\_\_\_ (SUPPLIER Name) hereby certifies that on \_\_\_\_\_  
(DATE) a formal background screening \_\_\_\_\_ (BGC number) was completed by  
\_\_\_\_\_ (approved BGC company name) on the employee listed above that satisfied all GE  
Research minimum requirements either  
\_\_\_\_\_ (initial) without any adverse findings, discrepancies, gaps, or omissions

OR

\_\_\_\_\_ (initial) the background screening contained adverse findings, discrepancies, gaps, or omissions, and has been  
adjudicated with GE Research Security Management prior to assigning \_\_\_\_\_ (SUPPLIER  
employee name) to GE Research.

\_\_\_\_\_ (SUPPLIER Name), further attests that the above information is accurate  
and recognizes that GE Research, upon request and with reasonable notice, may audit the background check for any  
\_\_\_\_\_ (SUPPLIER Name) employee assigned to GE Research as a Contingent  
Worker.

Minimum Mandatory Requirements:

1. Social Security Number Validation
2. 7-year criminal history at county and federal level for all counties of residence
3. 7-year criminal history at county and federal level for all counties of employment
4. Verification of the past 7 years of employment
5. National Federal Criminal File Check
6. Global Sanctions Watch List Check
7. Highest Level of Education
8. Driver License Verification and Record

If it has been 12 months or more since the proposed Supplier employee has left the Supplier's employment and they are  
being rehired or reassigned, a new background check must be completed.

\_\_\_\_\_ (SUPPLIER name) shall notify GE Research of \_\_\_\_\_ (SUPPLIER  
employee name) arrest, conviction or plea of guilty to any crime within 24 hours.

\_\_\_\_\_ (SUPPLIER Name) understands that any willful misrepresentation by  
\_\_\_\_\_ (SUPPLIER Name) or their employee will result in the immediate removal of site access  
privilege for the employee and may result in forfeiture of contract.

SIGNATURE OF SUPPLIER REPRESENTATIVE \_\_\_\_\_

SUPPLIER REPRESENTATIVE NAME \_\_\_\_\_

SUPPLIER REPRESENTATIVE TITLE \_\_\_\_\_

NAME OF SUPPLIER \_\_\_\_\_