



APPLICANT BACKGROUND CHECKS AND EMPLOYEE INVESTIGATION POLICY and CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT NOTICE

Policy Statement

Aerotek, Inc. (hereinafter referred to as the "Company") recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable and nonviolent, and do not present a risk of serious harm to their co-employees or others. For purposes of furthering these concerns and interests, the Company may obtain, through its independent contractor, AMERICAN BACKGROUND INFORMATION SERVICES, INC. ("ABIS"), a consumer and/or investigative consumer report in connection with your employment application. The fact that the Company may obtain a consumer and/or investigative consumer report does not mean, and should not be construed to mean, that the Company has otherwise decided to offer you employment. At this time, no decision has been made regarding your employment application.

Checks & Investigations

A consumer and/or investigative consumer report may include, but is not limited to, employment and education verifications; the individual's personal credit history based on reports from any credit bureau; the individual's driving history, including any traffic citations; a social security number verification; present and former addresses; criminal conviction and civil history; criminal history, including open warrants and/or pending cases/arrests; any other public record; and, any other information bearing on the individual's credit standing, credit capacity, credit worthiness, character, general good reputation, personal characteristics, and/or trustworthiness. All job applicants offered positions with the Company and all applicants offered positions with customers who require applicant background checks will be asked to sign an Authorization and Release for the Procurement of a Consumer and/or Investigative Consumer Report ("Authorization and Release Form"). Consistent with legal requirements, the Company reserves the right to exclude any applicant from consideration for employment where the applicant refuses to sign an Authorization and Release Form as requested.

In addition, the Company may occasionally find it necessary to investigate current employees, where the employee is required to change assignments or duties, the client changes its requirements, or behavior or other relevant circumstances raise legitimate questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of co-employees or others. Employee investigations may, where appropriate, include investigation of criminal records. Employees subject to such investigations are required to reasonably cooperate with the Company's lawful efforts to obtain relevant information. Employees who fail to cooperate will be disciplined, up to and including immediate discharge.

The Company strongly encourages all of its employees to immediately report to the Company any incidents of potentially threatening, harmful, or criminal behavior of co-employees, supervisors, customers, clients or visitors that may negatively affect the safety, security, productivity or financial interests of the Company's employees or the workplace of the Company or its customers.