

## SCHEDULE 2

### ANNEX 3

**[DN: If you are not sure whether this policy is applicable to your deal or not, or if there are any deviations from this policy requested by the Supplier, please contact GBSRegulatoryCompliance@centrica.com]**

#### GROUP RESOURCING POLICY

*We're committed to having a diverse and inclusive workforce made up of people who have the right capabilities and values. This commitment includes being satisfied of the suitability and good repute of any Supplier Personnel who: have access to Company/customer premises<sup>1</sup>; have access to Company/customer data, or; who represent (or who a customer may think represents) a Group Company. We therefore require suppliers to comply with this Group Resourcing Policy to help:*

- *protect our customers and colleagues;*
- *give customers confidence in our business and those who represent us;*
- *minimize exposure to the risk of fraud, misuse of customer data and unauthorized systems activity;*
- *enable compliance with legal and regulatory obligations.*

#### 1. Supplier Obligations

1.1 For anyone the Supplier intends to use as Supplier Personnel:

1.1.1 within countries covered by the tables in Appendix 1, before such individual is engaged as Supplier Personnel the Supplier shall conduct the 'Critical Checks' set out in Appendix 1, and shall use reasonable endeavours to conduct the 'Additional Checks' set out in Appendix 1; and

1.1.2 in any other country, to the extent such checks are available and legally permissible, before such individual is engaged as Supplier Personnel the Supplier shall check the individual's identity and right to work, ascertain whether they have a criminal record and conduct financial background checks. It shall also use reasonable endeavours to carry out employment record checks to assess their suitability for the role,

the "**Background Checks**".

1.2 The Supplier shall not, without the Company's prior consent in writing, engage anyone as Supplier Personnel who:

1.2.1 within countries covered in Appendix 1, does not meet the Minimum Requirements for each of the Background Checks as set out in Appendix 1; or

1.2.2 for any other country, does not meet minimum requirements equivalent to the Minimum Requirements of the Background Checks for the UK, as set out in Appendix 1.

1.3 The Supplier shall, in relation to anyone it intends to be Supplier Personnel:

---

<sup>1</sup> A customer's premises include all parts of a customer's building or boundaries including gardens and alleys etc. Company property for this purpose is defined as any area requiring a security pass for entry.

- 1.3.1 retain records to show that the Background Checks have been carried out for such individual, together with the results of those Background Checks to demonstrate they meet the Minimum Requirements;
- 1.3.2 allow the Company, or a third party nominated by the Company, to access and make copies of such records if required;
- 1.3.3 inform the Company if it becomes aware that any individual has previously been in an employment relationship with any Group Company; and
- 1.3.4 inform the Company if an individual does not meet the Minimum Requirement for each of the Background Checks but where the Supplier, acting reasonably, believes that the individual should be considered by the Company for engagement as Supplier Personnel.
- 1.4 The Supplier shall not be required to repeat the Background Checks if:
  - 1.4.1 the individual is currently employed by the Supplier and the Supplier can demonstrate that the individual has met the Minimum Requirements set out in Appendix 1; and
  - 1.4.2 there has been no break in service or relationship between the Supplier and the individual since the Background Checks were conducted; and
  - 1.4.3 the Supplier has no grounds to believe that the individual does not continue to meet the Minimum Requirements for the Background Checks; and
  - 1.4.4 there is no evidence of past performance or behaviour on the part of the individual that the Supplier, acting reasonably, believes may give rise to concern on the part of the Company.
- 1.5 The Supplier shall inform the Company if:
  - 1.5.1 any Supplier Personnel do not continue to meet the Minimum Requirements for any Background Check; or
  - 1.5.2 it has cause to remove Supplier Personnel as it is no longer satisfied of their suitability.

## Schedule 2, Annex 3, Appendix 1 - Background check requirements by country

United Kingdom		
Type of Check	Nature of check	Minimum Requirement
Identity and right to work	Critical Check	Confirm individual's identity and their right to work in the country.
Financial	Critical Check	Confirm the individual is not bankrupt and/or does not have significant levels of unmanaged debt. This means they're not subject to: four or more non-satisfied CCJs (or equivalent); non-satisfied CCJs (or equivalent) with total value exceeding the greater of £3,000 or 10% of base salary; non-discharged bankruptcy, sequestration or debt relief order <sup>2</sup> ; any individual voluntary arrangements, protected trust deed, administration or composition order <sup>3</sup> .
Criminal record check	Critical Check	No criminal record for: sex offences; violence or harassment; manufacture, sale or possession of controlled or illegal substances; financial crime, blackmail or fraud; terrorism; theft/burglary/ possession of stolen property; offences involving a weapon; cyber crime; arson; or, 3 or more offences (of any kind).
Employment verification for the past 5 years	Additional Check	Any dismissals, misconduct or major discrepancies investigated.

Republic of Ireland		
Type of Check	Nature of check	Minimum Requirement
Identity and right to work	Critical Check	Confirm individual's identity and their right to work in the country.
Employment verification for the past 5 years	Additional Check	Any dismissals, misconduct or major discrepancies investigated.

USA		
Type of Check	Nature of check	Minimum Requirement
Identity and right to work (I-9)	Critical Check	Confirm individual's identity and their right to work in the country.
SSN trace	Additional Check	Individual's social security number is valid.
Criminal record – 7 years	Critical Check	No criminal record for: sex offences; violence or harassment; manufacture, sale or possession of controlled or illegal substances; financial crime, blackmail or fraud; terrorism; theft/burglary/ possession of stolen property; offences involving a weapon; cyber crime; arson; or, 3 or more offences (of any kind).
Drug screen	Critical Check	Testing must include, and have no positive result for: amphetamines, opiates, acetyl morphine, PCP, marijuana, cocaine, propoxyphene, barbiturates, benzos, methadone.
Employment verification for the past 5 years	Additional Check	Any dismissals, misconduct or major discrepancies investigated.

Canada		
Type of Check	Nature of check	Minimum Requirement
Identity and right to work	Critical Check	Confirm individual's identity and their right to work in the country.
Criminal record check	Critical Check	No criminal record for: sex offences; violence or harassment; manufacture, sale or possession of controlled or illegal substances; financial crime, blackmail or fraud; terrorism; theft/burglary/ possession of stolen property; offences involving a weapon; cyber crime; arson; or, 3 or more offences (of any kind).
Employment verification for the past 5 years	Additional Check	Any dismissals, misconduct or major discrepancies investigated.

<sup>2</sup> Including where the person remains subject to a Bankruptcy Restriction Order / Undertaking or a Debt Relief Restriction Order.

<sup>3</sup> Permitted if the person is instructed to advise the employer in circumstances where their financial situation deteriorates and as a result, bankruptcy proceedings are undertaken.