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General Electric Plastics Europe B.V.
(referred to in the following as "company" or "GEP"),

and the

European Works Council of GE Plastics Europe B.V.
(referred to in the following as "EWC")

close this

Agreement on Pre-employment Screening ("Background Checks")

(In the following referred to as "Agreement")

Preamble:

The key objective of pre-employment screening (hereinafter referred to as "background check") is to protect the business and its assets by ensuring better informed decision making in the recruitment process. This recruitment and selection process typically includes the development of job and person specifications, job advertising, review of candidates resumes, and job interviews. These activities are designed to create rounded picture of the candidate to match against business requirements. Background checks are just a part of the process designed to confirm the candidate's educational background and work-experience, enabling managers to make more reliable hiring decisions.

This agreement lays down how background checks within the company takes place and what it does – or does not - include.

As this agreement is supposed to be used for all European sites of the company, all local legislation will be taken into account. In case any part of this agreement is in conflict with any applicable local and/or European legislation, the latter prevails. In order to comply with local law country guidelines have been put together. In case some activities are prohibited by local law this is marked with an asterix*.

External supplier :

As doing backgroundchecks requires professional experience, network and time, GEP has chosen Kroll Background Europe (in the following referred to as "KBE") as preferred supplier and partner to do background checks. KBE will ensure that:

- It operates within the guidelines of European data privacy laws
- Their legal team works continuously to ensure that record handling and storage meets european and international legal requirements
- All candidates are required to (1) sign a consent/release form authorising GEP and KBE to carry out background checks (an example of this form is attached to this Agreement as **Appendix I**) and (2) complete the Screening Form (see **Appendix II**) that will passed on to KBE by the Hiring Manager for verification.
- KBE's software functions as a communications tool to view completed reports at any time using a secure password and user-id
- In the first instance, all background checks will be done from the head office based in London

Basis Characteristics of the background check process:

- It is only verifying data that already has been submitted by a new employee
- It is a fully transparent process, in line with local legislation
- The outcome of the process is communicated in a strictly confidential way

GE Guidelines:PopulationRequirements

Current Employees

- Screen against applicable government list(s)*
- No retroactive checks unless management happens to receive indications that information provided by an employee might not be correct

New Hires

- Verify true identity
- Screen against applicable government list(s)*
- Collect data on education, employment, criminal history*
- Verify data using one of three options*:
 - 3rd party verifies background information
 - HR rep contacts references
 - Applicant provides official documents (acceptable method only if no viable alternative for verification)
- Executive Band+: Add credit check to above*

Acquired Employees
(including JV's where GE owns 50+%)

- Screen against applicable government list(s)*
- Due diligence judgment: if reasonable cause, conduct GE New Hire check (see above)
- Adopt GE background checking practices upon closure, e.g. new hires, contract/contingent workers

Contract/ Contingent Workers
(All assigned to GE < 12 months
and all newly assigned workers)

- Contractors verify identity and screen against applicable government-mandated list(s)*
- For business-designated security-sensitive positions, contractors verify employment and criminal history*:
 - If data falsified, no assignment at GE
 - If negative results, case reviewed to determine if significant risk in GE assignment or location

Mandatory Checks for all new hires:

- ID Check (GE to conduct) - in general, before the 1st day of employment the employee is asked to bring ID with him (anything with a photograph on it e.g., passport, driving license, ID card)
- Criminal Check (initiated by the employee) - Subject to local law, can't be done by a third party
- Education Check (Highest level of education) – Through KBE
- Employment (Last 5 Years) – Through KBE
- Government Watch List (Lists maintained by various U.S. Government agencies and the European Union to determine whether there is any prohibition or restriction against the individual)

Process: See appendix III

Standard checks:

- Confirmation of degree or highest educational qualifications (KBE)
- Five Year Employment Verification (KBE)
- Government records checks (KBE)
- Police records checks were appropriate and available (KBE/GEP)
- ID checks – passport or other ID document

Exception reporting:

- **Employment verifications**
 - Discrepancies in Dates (Over 3 Months)
 - Discrepancies in Job Title
 - Discrepancies Reason for Leaving
 - Discrepancies in Compensation Packages
- **Education verifications**
 - Discrepancies in dates (over 3 months)
 - Discrepancies in course Subject
 - Discrepancies in grades
- **Government List**
 - Where likely trace of candidate is found

Methodology of KBE:

- A researcher would be assigned to report and put the details given by the candidate on KBE's internet-based system
- These details are verified by another member of the team
- Verifications are made through telephone calls followed up by faxes/e-mails or letters depending on the policy of the establishment/company involved
- Once received, the results are put on KBE's internet-based system
- The report is checked by another member of the team before completion
- An e-mail is sent to the local HR Manager informing him of the completion of the report; all reports are available for viewing online and are password protected.
- The report will be put together by KBE according to the template/example attached to this Agreement as **Appendix IV**.
- Personal data of the candidate will be protected internationally according to GE's Candidate Data Privacy Guidelines attached to this Agreement as **Appendix V**.

Discrepancies:

A discrepancy is an inconsistency between the data provided by the candidate and the results obtained from third parties such as previous employers and educational establishments.

In case a significant discrepancy appears in the report, or in case KBE was not able to check the data provided by the candidate it will appear as "Unexplained Gap" in the report. In that case the company will go back to the candidate for an explanation. It is the company (hiring manager and HR) who will decide if the candidate's response is satisfactory or if further investigation is required. Rejecting the candidate will take place either prior to employment or during the probation period. This however does not fence in to the right of GEP to terminate an employee in case requirements under local law are met.

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GEP herewith declares it will :

- 1) not use more stringent checks as described in this Agreement without addressing this first and upfront with the EWC
- 2) inform the candidate upfront in case GEP wants to hire additional services from Kroll (e.g. a reference check) and ask to authorize GEP and KBE to do so
- 3) not switch from KBE to another supplier without notifying the EWC

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed by their respective duly authorized representatives.

Bergen op Zoom, 31 March, 2004

GENERAL ELECTRIC PLASTICS B.V.

EUROPEAN WORKS COUNCIL

Erwin Lebon

Bobby Wardrop, chairman

Director Human Resources

GE Plastics Europe

Bertold Koenig

Xander Bijnen

Ed van Beynum

Human Resources Manager

GE Plastics Europe

Cees van Meel

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Appendix I : AUTHORIZATION /RELEASE FORM

Appendix II : SCREENING FORM

Appendix III : PROCESS

Appendix IV : REPORT (EXAMPLE)

Appendix V : GE's CANDIDATE DATA PRIVACY GUIDELINES