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<b>Employment Verification Production Procedure</b>		

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### **1.0 Purpose**

The purpose of this procedure is to detail the steps for all U.S. employees or former employees of Constellis (collectively, “Constellis” or the “Company”) to obtain verification of employment and/or a copy of their employee personnel file.

### **2.0 Scope**

This procedure applies to all Constellis U.S. employees or former employees of the Company requesting employment verification, or a copy of their employee personnel file.

### **3.0 Definitions**

- N/A

### **4.0 Roles & Responsibilities**

Verifications of employment shall be provided upon completion of the steps outlined in this procedure.

The Constellis Human Resources Department will provide a copy of the employee or former employee’s personnel file upon request.

## 5.0 Procedure

### 5.1 Employment Verifications

Constellis U.S. personnel should direct the inquiring party for employment verifications to **Equifax/The Work Number** an online system available 24 hours a day, 7 days a week.

#### 5.1.1 First Time Using the System

If this is the employee's new first time accessing The Work Number, the employee should follow the steps below:

1. Enter the following link in your browser: <https://www.theworknumber.com>
2. Click "Sign Up" in the upper right corner of the home page.
3. Click "I'm an Individual".
4. Click "View My Data".
5. Enter the appropriate company code at the Find your Employer search bar
  - 104140 – Constellis Management Group
  - 12765 - Centerra
6. Click on the Company name
7. Click Select Employer
8. If you are a new user, continue to "Register Now!" and follow :

Enter required information for registration process to include:

- First Name, Last Name, Social Security Number, Birthdate
- Create User ID:
- Create Password:

#### 5.1.2 If You Have Previously Used the System

1. Enter the following link in your browser: <https://www.theworknumber.com>
2. Click "Log In".
3. Enter your User ID and password.

For questions or additional information, please contact:

- The Work Number Client Service Center
  - 1-800-367-5690
  - 1-800-424-0253 TTY- Hearing Impaired
- Human Resources
  - [HR@constellis.com](mailto:HR@constellis.com)
  - 866-502-4567 (follow prompts)

## 5.2 Requests for Personnel Files

Request for personnel files should be submitted to the Human Resources Department at [HR@Constellis.com](mailto:HR@Constellis.com). Upon written request, the HR representative may provide a copy of the Intellectual Property Agreement or equivalent document as executed by the employee.

The Company shall not provide any other documents from the employee's or former employee's file, absent written approval from the Legal Department.

**RELATED DOCUMENTS**

- N/A

**VERSION HISTORY**

	<b>Version</b>	<b>Version Date</b>	<b>Author</b>	<b>Description</b>
1	1.0	6/11/2018	HR Department	Initial Version
2	1.1	8/22/2018	HR Department	Updated content and format
3	1.2	5/1/2020	HR Department / HRIS	Deleted Centerra US personnel only instructions as they now use same number as all Constellis US personnel
4	1.3	01/29/2021	A. Parham	Updated website instructions section, added Centerra Company Code, updated contact/information details (adding HR contact information).