



## **Background Verification Policy**

### **1. Purpose**

The purpose of this Background Verification Policy is to establish guidelines and procedures for conducting internal and external background verifications of all potential employees and contractors of IFIN Global Group ("the Company").

### **2. Scope**

This policy applies to all individuals seeking employment or contractual engagement with the Company, including but not limited to full-time employees, part-time employees, temporary employees, and contractors.

### **3. Internal Background Verification**

#### **3.1 Employee Verification Process**

- The Human Resources (HR) department will be responsible for conducting internal background verifications of potential employees.
- Internal verifications will include, but are not limited to, verification of educational qualifications, employment history, and professional references.
- HR will maintain confidentiality and ensure compliance with applicable laws and regulations during the verification process.
- Upon completion of the internal verification process, HR will provide a report to the relevant hiring manager for further consideration.

#### **3.2 Contractor Verification Process**

- For contractors, the relevant department or project manager will be responsible for coordinating internal background verifications.
- The verification process for contractors will include confirmation of qualifications, relevant experience, and reference checks as appropriate.
- The department or project manager will ensure that all necessary documentation related to the verification process is collected and maintained securely.

### **4. External Background Verification**

#### **4.1 Engagement of Third-Party Agency**

- The Company is engaging a reputable third-party agency specializing in background verifications to conduct external verifications.
- All background verifications are performed by a duly licensed and nationally recognized background screening provider to ensure the highest standards of accuracy and compliance.
- The HR department will be responsible for selecting and contracting with the third-party agency.
- The third-party agency will be required to comply with all applicable laws and regulations regarding data privacy and security.



#### 4.2 Types of External Verifications

- External verifications may include, but are not limited to, the following checks and it varies from client to client (depends on the client needs):
  - **Address Check:** Verification of the candidate's current and/or previous addresses (Last 7 Years of Stay).
  - **Criminal Check:** Examination of criminal records at local, state, and national levels where permissible by law.
  - **Education Check:** Verification of educational qualifications, degrees, and certifications claimed by the candidate (Highest Qualification).
  - **Employment Check:** Verification of employment history, including positions held, tenure, and reasons for leaving (Last 7 Years of Stay) including International Experience (If Any).
  - **Database Checks:** Screening against various databases including but not limited to:
    - ✓ **PAN ID Check**
    - ✓ **Passport ID Check**
    - ✓ **GSA (General Service Administration) Database Check**
    - ✓ **OFAC (Office of Foreign Asset Control) Database Check**
    - ✓ **OIG (Office of Inspector General) Database Check**
  - **GAP Check:** Identification and assessment of any gaps in employment history.
  - **Reference Check:** Verification of professional references provided by the candidate.
  - **Social Media Check:** Examination of publicly available information on social media platforms.
  - **Professional License & Certificate Confirmation:** Verification of professional licenses and certifications claimed by the candidate.
  - **Drug Screening:** Testing for illegal substances or controlled substances where permissible by law and relevant to the position.
  - **Sexual Offender Registry Check:** Screening against the sexual offender registry database.
  - **International Criminal Check:** Verification of any criminal records in countries where the candidate has lived or worked.

#### 4.3 Turnaround Time (TAT)

- The Turnaround Time (TAT) for completing these verifications shall be 24 working days from the date of receipt of all necessary information and documentation.

#### 4.4 Consent and Disclosure

- Prior to conducting external background verifications, the Company will obtain written consent from the individual.
- The Company will provide full disclosure to the individual regarding the types of verifications that will be conducted and the purpose for which the information will be used.



## **5. Compliance and Confidentiality**

- All background verifications, whether internal or external, will be conducted in compliance with applicable laws and regulations, including but not limited to data privacy laws.
- The Company will maintain strict confidentiality of all information obtained during the verification process.
- Access to background verification reports will be limited to authorized personnel involved in the hiring process.

## **6. Review and Updates**

- This Background Verification Policy will be reviewed periodically by the HR department to ensure its effectiveness and compliance with relevant laws and regulations.
- Updates to the policy may be made as necessary, with approval from senior management.

## **7. Implementation**

- This policy will be communicated to all employees and contractors of the Company, and acknowledgment of receipt will be obtained.
- Training will be provided to HR personnel and relevant managers on the implementation of this policy.

## **8. Contact Information**

For questions or concerns regarding this Background Verification Policy, individuals may contact the HR department at [info@ifinglobalgroup.com](mailto:info@ifinglobalgroup.com) .