



# Background Screening Policy

## WHAT IS THIS POLICY FOR?

This policy outlines the background screening process used during the recruiting process. Background checks are only initiated after the applicant has signed an offer letter.

## WHO IS THIS POLICY FOR?

This policy applies to all Belden associates, subsidiaries and affiliates in all business platforms in the United States.

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## OVERVIEW

To ensure that individuals who join the organization, or as may be required by the engagement rules of certain Clients and Vendors, are well qualified and to ensure that the organization maintains a safe and productive work environment, it is our policy to conduct background checks on all applicants or employees who accept an offer of employment or engagement. Human Resources will order background checks upon receipt of signed release forms, and an employment screening service will conduct the check. Background checks may include verification of any information on the applicant's resume or application form, including information from other countries where the individual has lived and/or worked. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals in the hiring process or with a need to know.

If information obtained in a background check would lead the organization to deny employment, a copy of the report will be provided to the applicant and the applicant will have the opportunity to dispute the report's accuracy directly with the background screening company. Background checks include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment. Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related. If the organization decides to not hire the individual (or send them on engagement) based on the results of a background check, further Fair Credit Reporting Act (FCRA) requirements will be followed. The Human Resources representative will be responsible for handling such FCRA requirements as necessary. The organization will follow all applicable FCRA requirements throughout the background check process.



In instances where negative or incomplete information is obtained, the appropriate management will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired or placed on engagement.

Background check information is maintained in a file separate from an employees' personnel file.