

Attachment B-2 – Contractor Information Sheet and Compliance Statement for Employee Background Check Requirements

(National Grid Level 2 Baseline and Supplemental Requirements) 07-20-16

The entity or entities engaged or to be engaged under this contract to perform services for National Grid are alluded to in this document as “Contractor.” The individuals who will perform work for National Grid under this contract, including employees, principals, sole proprietors, and contingent staff provided by the Contractor, are referred to as “Contractor Employees.”

Contractor must be able to evidence to National Grid or its agent that it has verified Contractor Employees’ identities and that all Contractor Employees are legally eligible to work in the country where the work is to be performed. National Grid requires that U.S. Contractors complete a Consent Based Social Security Number Verification (CBSV) on their Contractor Employees and match the results with other identification documents provided by their employees during their hiring practices. This represents a minimum background check requirement. Additional requirements listed below are required for National Grid Level 2 Baseline. Supplemental requirements may be deemed appropriate by National Grid or the Contractor or may be required by law, regulation, or other bodies having jurisdiction over the work of the Contractor. These background checks must be completed for all Contractor Employees before they begin work under the contract, whether brought on at the outset of a contract or at any other point in the contract term. If it is determined at any time that a Contractor Employee does not meet the background requirements or has falsified a document that is or was part of the background check, Contractor shall notify National Grid Security immediately. National Grid Security will determine if the Contractor Employee must be removed from the work and will notify Contractor in writing of its determination. Contractor must maintain a record of all background checks and correspondence with National Grid regarding background checks performed during the term of the contract and shall provide confirmation to National Grid upon request that the necessary background checks were performed and there were no adverse results. Upon reasonable notice, National Grid may perform an audit of Contractor’s background check records, background check program and all supporting documents concerning the background of any Contractor Employee performing work for National Grid should questions arise of character, veracity of previous employment and education, or allegations of criminal activity on the part of Contractor Employees or upon request from the National Grid business unit; provided that National Grid may be asked to sign an additional confidentiality agreement in form and substance reasonably satisfactory to Contractor. National Grid’s direct costs and the cost for any contracted audit services will be at the expense of National Grid. National Grid reserves the right to revise its requirements for Contractor Employee background checks during the contract term, which the Contractor must comply with. Any such revisions will be provided in writing. The Contractor may choose to not accept the revisions and renegotiate or terminate the contract.

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1. Contractor Company Information

Name: _____
 Address 1: _____
 Address 2: _____
 City: _____ State: _____ ZIP: _____

2. Who would you like National Grid to contact regarding questions on the information provided below?

Name: _____ Telephone #: _____
 Fax #: _____ E-Mail: _____

3. Contractor certifies by signing and initialing below that it understands National Grid’s requirements for Contractor Employee background checks as defined in “National Grid Requirements for Contractor Employee Background Checks (For National Grid Level 2 Baseline & Supplemental Requirements)”, and that by engaging National Grid’s approved background check provider, Accurate Background, Inc., to perform checks on its employees, the following checks will performed:

Background Checks	Initial
a. Consent Based Social Security Number Verification (CBSV) and Identification Verification	
b. I-9 and E-Verify to Determine Eligibility to Work in the Country	
c. Social Security Trace	
d. Seven-year Criminal History Background Checks by State, County and Federal Jurisdictions	
e. Sex Offender Registry Search	
f. Seven-year Residential Address Verification	
g. Seven-year or last three employers Employment Verification (for new hires only)	
h. 5 Panel Drug Screening	
i. Global Watch List Search	
j. Motor Vehicle Driving Record Check and Annual Reviews (if applicable)	
k. Previously Terminated or Removed Workers (Attachment A paragraph 14)	
l. Supplemental Requirements as checked	
m. Sub-Contractor Requirements	

 4. Officer/Principal Name & Title

 Signature

 Date

Instructions for completing Attachment B-2 – Contractor Information Sheet and Compliance Statement for Employee Background Check Requirements

Box 1 Name and mailing address of Company holding contract with National Grid

Box 2 Name of your company representative and requested contact information that National Grid will contact to resolve any questions or issues relating to information provided on this submission

Box 3 Your initials in the boxes (a-m) represent that these components of the background check will be completed pursuant to the requirements contained in Attachment A. Note: Components a-i are baseline requirements and must be completed for all Contractor Employees. Components j-m are supplemental as required by the nature of the work.

Box 4 Must be completed and signed, acknowledging that the contractor company is in full compliance with these requirements, and dated by an appropriate contractor representative.