

Clarification Regarding Background Checking Procedures for Vendors

Description: Many vendors (each a “vendor”, “you” and/or “your”) doing business with Prudential are required, pursuant to their service contracts, to conduct background checks on those individuals that will be performing services for Prudential. As part of these background check requirements, vendors are obligated to conduct checks concerning an individual's criminal history.

If you are a service provider that is obligated to conduct background checks, you are hereby advised that the required Prudential procedure for conducting a criminal history check must consist of a criminal record check, covering all counties of residence and employment, to be inclusive of:

Felony – court search for all counties of residence and employment

Misdemeanor – court search for all counties of residence and employment

Federal – court search

The foregoing is meant to serve as a clarification to the requirements already set forth in your service contract. The time periods associated with such checks will be as set forth in your service contract. You are responsible to ensure that you and your contractors comply with this policy.