STEPHEN ELLIOTT CO., INC.

Contractor Background Check Policy

1. Policy Statement This policy defines the requirements for independent contractors and other outside parties who provide services to Stephen Elliott Co., Inc. to pass a criminal background check as a condition prior to conducting business with Stephen Elliott Co., Inc.

2. Scope This policy applies to all departments who engage outside firms or individuals to perform services.

3. Definitions Independent Contractor - An independent contractor is an individual or firm hired to provide services over which the Stephen Elliott Co., Inc. has the right to control or direct only the result of the work and not the means or methods of accomplishing the result. An independent contractor is not an employee of the university.

Sole Proprietor - An individual who performs services under their Social Security Number (SSN) and is not classified as a corporation or LLC.

Professional Services - Services performed by a firm or individual whose work product is usually intangible or is deemed to be intellectual property (e.g., consulting, IT programming, research services).

Trade Services - Services performed are usually tangible in nature and not considered intellectual property (e.g., building trades, maintenance, security, installation services, catering).

Limited Engagements – A status of service provided by consultants, contractors, performers, lecturers or speakers whose total fee is less than $5,000 for a single engagement of limited duration, usually less than one week.

Minors – Children under 18 years of age excluding enrolled Stephen Elliott Co., Inc. students.

Background Check Contract Clause - The following contract clause is included in Stephen Elliott Co., Inc. services contract templates: CONSULTANT shall, at its expense, perform local, state and federal background and reference checks, including criminal background checks, on all prospective employees to be assigned to Stephen Elliott Co., Inc., for every county of residence of prospective employees for the past 7 years. Such checks shall include any convictions involving any violent crime or crimes against children, any crime involving theft, possession, receipt of stolen property or sale/use or possession of drugs. CONSULTANT agrees not to refer or place at Stephen Elliott Co., Inc. Stephen Elliott Co., Inc. any individual having such a criminal record during the 7-year period preceding placement at Stephen Elliott Co., Inc., unless STEPHEN ELLIOTT CO., INC. specifically agrees. STEPHEN ELLIOTT CO., INC. reserves the right to have CONSULTANT removed from placement at Stephen Elliott Co., Inc. Stephen Elliott Co., Inc. if such individual is arrested, charged or convicted of such crimes while placed at Stephen Elliott Co., or has determined to falsify their application to conceal their information in anyway.

4. Policy a) Stephen Elliott Co., Inc. requires background checks for independent contractors doing work for the Stephen Elliott Co., Inc. b) Background check requirements may be required for services not performed on the Stephen Elliott Co., Inc. campus. c) Background checks are not required for companies or individuals who only sell products to Stephen Elliott Co., Inc. d) Background checks are required for all engagements that require granting non-Stephen Elliott Co., Inc. employees access to Stephen Elliott Co., Inc. systems. e) Standard Stephen Elliott Co., Inc. contract templates should be used whenever possible when contracting with independent contractors. Non-standard contracts must contain Stephen Elliott Co., Inc.’s standard background check clause or alternative language approved by legal counsel of Stephen Elliott Co., Inc.. f) Corporate contractors must affirm all assigned personnel meet the background check requirements as contained in the contract. g) Stephen Elliott Co., Inc. does not require access to, or copies of, background check reports for corporate contractor personnel. h) Individual / sole proprietor contractors are required to use the services of Stephen Elliott Co., Inc.’s designated background check service provider to complete the standard criminal background check.

The contractor is required to pay the background check service fee. i) Individual / sole proprietor contractors with a clear background check report are considered eligible to do business with Stephen Elliott Co., Inc.. j) Stephen Elliott Co., Inc. requires the contract to be signed in accordance with the Delegation of Authority Policy by both parties prior to the commencement of the work. k) Stephen Elliott Co., Inc. requires all requests to waive or modify the background check requirements to be submitted to Purchasing Services prior to the awarding of any contract or the performance of any work. l) The Controller, the Senior Director of Purchasing and Payment Services, the Director of Purchasing Services, the Office of General Counsel and the Director of Risk Management are authorized to grant waivers or modifications to background check requirements. m) Stephen Elliott Co., Inc. Stephen Elliott Co., Inc. complies with all State of Pennsylvania and State of New Jersey and Federal laws regarding safeguards against child abuse and maltreatment. By execution of the contract, the contracting agency [contractor or supplier] agrees to comply with these laws.