



Background Screening Policy

As part of the process of weighing applicant qualifications and determining his/her suitability for open positions, Digium Inc requires background checks for all finalists for a position. These background checks are conducted by ADP Screening and Selection Services, a consumer-reporting agency.

All applicants for employment with Digium Inc may be asked to sign a release form authorizing the appropriate background checks. Any applicant who refuses to sign a release form is no longer considered eligible for employment. Applicants also are expected to provide references from their former employers as well as educational reference information that can be used to verify academic accomplishments and records.

The background check will include verification of information provided on the completed application for employment, the applicant's resume or on other forms used in the hiring process. Information to be verified includes, but is not limited to, social security number and previous addresses. Digium Inc will also conduct a reference check and verification of the applicant's education and employment

background as stated on the employment application or other documents listed above.

The background check may also include criminal court record searches. If a conviction is discovered, a determination will be made whether the conviction is related to the position for which the individual is applying or presents safety or security risks before an employment decision is made. Conviction of a crime will not by itself disqualify an applicant, and the nature of any offense, the nature of the open position, and the time since any conviction will be considered in the employment decision.

Additional checks such as a driving record or credit record may be made on applicants for particular job categories if appropriate and job related. If an applicant is denied employment in whole or in part because of information obtained in his/her background check, the applicant will be informed of this and given the name, address and phone number of the screening provider to contact if s/he has specific questions about the result of the check or wants to dispute its accuracy.



Any applicant who provides misleading, erroneous or willfully deceptive information to Digium Inc on an employment form or resume or in a selection interview is immediately eliminated from further consideration for employment with Digium Inc