



4Thought Marketing Background Checks

Security Policy for 4Thought Marketing's background check process

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Change Summary

Version	Who	Date	What
1.0	Chris Metcalfe	1/18/2016	Original Version
1.1	Chris Metcalfe	2/18/2019	Updated Version



SYSTEM DESIGN – Covance Opportunity Notification Implementation

This document lays out the process, vendors and policy 4Thought Marketing undertakes for background checks of its employees:

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Overview

It has become increasingly important to ensure strict security policies across all aspects of the company to comply with legal and many customer requirements. As a part of this requirement, we have implemented a process to check the background of all employees in the company who will be working with customer secure data, or with our internal servers and software. This process will become mandatory for all new employees from January 1, 2016. Existing employees also needed to undergo these checks. The follow is the process per region for 4Thought Marketing's staff.

India Office

Our staff in India have been vetted by the vendor [Securitas India](#).

About Securitas India

Securitas is one of the leading Security Services and Background Verification providers in India and presently employs approx. 25,000 trained personnel across India.

Employer of Choice and Supplier of Choice

With our deep commitment on being responsive to clients and being the No. 1 employer of choice within our industry. We strive persistently to remain the market leader in client satisfaction and retention.

"Taking good care of our people, so they take better care of you"- Mr. Arjun Wallia, Promoter Securitas India and the Founder of Walsons Services

Securitas serves a wide range of industries and segments like:

- Banking
- IT/ ITES
- Insurance
- Retail



- Healthcare
- Entertainment
- Hospitality
- Telecom
- Manufacturing
- Events

Securitas India is a part of a global company with a local flavor and our network of branch offices throughout India allows us to extend that personal touch.

Securitas India and 4Thought Marketing

4Thought Marketing has chosen Securitas India for its employee verification and will provide the following for 4Thought Marketing's employees in their Indian office:

- Criminal record check – Database and court
- Personal ID checks
- Public Safety Verification - Interpol and UN Sanction check

Costa Rica Office

As there are limits on agencies that can perform background checks on staff in Costa Rica, our process is as follows for these employees:

New Employees

Each new staff member must provide a copy of their criminal background. This is required to be provided by the [Costa Rican Ministry of Justice](#). Any new staff member will not commence work until this document is provided to the Security Officer.



Existing Employees

As the Costa Rican office has a stable work force, it was required that each existing staff member provide their criminal background from the [Costa Rican Ministry of Justice](#). Each member of staff in the Costa Rican office have provided this document.

US Office

The vendor for security checks 4Thought Marketing chose for the US team is [HireRight](#). Current employees have been vetted through this service. All future employees will be required to be vetted by HireRight prior to commencing employment with 4Thought Marketing.

About HireRight

Employers need much more than just raw data to operate a successful employment screening program. As one of the world's largest providers of employee background check services, HireRight specializes in helping organizations of all sizes and locations efficiently implement, manage and control their background screening programs.

We pride ourselves on working with the wide variety of organizational types and sizes that exist in today's global business environment. By providing easy-to-use, streamlined solutions, we can help solve even the toughest background screening problems and help organizations work smarter.

In fact, many of the world's most forward-thinking and successful organizations trust HireRight to deliver effective, customer-focused solutions that provide increased efficiency and faster turnaround.

And we're on the candidate's side as well, helping them get hired. We know the vast majority of candidates go through the screening process with no challenges, so we want to make it a great process for them. We simplify the background check process, making it easy for candidates to submit requested information. We



offer a dedicated candidate care team to facilitate communication and transparency, providing much-needed peace of mind to the job applicant.

HireRight partners with the industry's top e-recruiting solution providers, such as Oracle, Taleo, Kenexa, SAP, ADP/VirtualEdge, SilkRoad, PeopleAdmin, HealthcareSource, and HRsmart, to co-develop unique, pre-built, pre-integrated employment screening solutions that allow organizations to leverage their recruiting solution investment for background screening.

Our worldwide headquarters, located in Irvine, CA, is supported by a network of offices and experts across the United States and around the world. We reach 200-plus countries and territories with more than 150 unique background check services offerings.

Key Innovations

HireRight developed the industry's first Internet-based background screening solution and launched it in June 1997. HireRight was the first to develop pre-integrated background screening solutions with leading e-recruiting applications, and now offers more of these solutions than any provider in the industry.



HireRight and 4Thought Marketing

Hire Right provides the follow services for 4Thought Marketing’s employees:

- HireRight County Criminal, Felony and Misdemeanor Records Search™.
- HireRight State Sex Offender Registry Search™ across all US states.
- HireRight Widescreen Plus includes county courts, state sex offender registries, state Administrative Offices of Courts, Departments of Correction, and Departments of Public Safety, federal Office of Foreign Asset Control (OFAC).
- HireRight’s unique records containing results compiled over more than 30 years of background checks.

For more detail on the “WideScreen Plus” brand of Background check from HireRight more detail can be found in this document [Widescreen Plus Background Check Product Brief](#). Or you can check the HireRight [website](#).