Reference request POLICY

All requests for references must be directed to the Human Resources manager. No other manager, supervisor, or employee is authorized to release references for current or former employees. The Company’s policy as to references for employees who have left the Company is to disclose only the dates of employment and the title of the last position held.

If the employee authorizes disclosure in writing, the Company also will provide a prospective employer with the information on the amount of salary or wage you last earned. No further information will be disclosed to third parties without an executed release holding the Company and the third party harmless for such disclosure and its use.

THIS POLICY IS LEGALLY DESIRABLE