FAIR CREDIT REPORTING ACT

CERTIFICATION OF COMPLIANCE

TO:

 Name of Consumer Reporting Agency

The Company is in compliance with the Fair Credit Reporting Act in connection with background investigations of its job applicants and employees. The Company specifically certifies that:

1. It has informed each employee and job applicant subject to a background investigation through consumer reporting agencies that this investigation may relate to his/her past employment history, references, driving record, criminal history, credit history and other information bearing on his/her character, reputation, personal characteristics and/or mode of living.
2. Each such employee and job applicant has been provided with written notice of the investigation.
3. Each such employee and job applicant has signed a statement verifying that he or she has read the notice, understands its terms and that he or she consents to the procurement of “consumer reports” by the Company.
4. Any employee or job applicant subject to an adverse employment action, as that term is defined in the Fair Credit Reporting Act, will be provided both with notice of an intent to take adverse action and notice of the adverse action itself, including a copy of the consumer report and a description of the employee’s or applicant’s rights under the Fair Credit Reporting Act.

The Company will not base an adverse employment action on any consumer report prepared by this agency without complying with the relevant provisions of the Act. Moreover, the Company will not use any consumer reports prepared by this agency for any purpose inconsistent with local, state or federal equal opportunity laws or regulations.

DATED:\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Human Resources Manager