



Background Check of Personnel Policy

Policy Owner: **Rohan Ganachari**

Effective Date: **July 27th, 2023**

Purpose

To ensure a secure and trustworthy work environment at Finsweet by conducting appropriate background checks on prospective employees and contractors.

Scope

This Background Check of Personnel policy applies to all prospective employees and contractors being considered for employment or engagement with Finsweet. As Finsweet operates as a fully remote company, background checks are particularly critical in ensuring the reliability and integrity of individuals who will work from their homes and use their own devices to perform company-related tasks.

Policy

Background Check Process: Background checks will be conducted on all potential candidates (who will require access to Finsweet's critical, high-risk and production systems) for employment or contract engagement with Finsweet after making any official offers or agreements.

Types of Background Checks: The types of background checks conducted may include, but are not limited to, criminal history checks, employment verification, education verification, and professional reference checks. The extent and nature of background checks will be determined based on the position's requirements, local laws, and industry standards.

Consent and Disclosure: Prior to initiating any background check, Finsweet will obtain consent from the candidate, informing them of the specific types of checks to be conducted. Finsweet will also provide candidates with the necessary disclosures required by applicable laws and regulations.

Confidentiality and Privacy: All information obtained through background checks will be treated as confidential and will be used solely for employment or contract evaluation purposes. Access to background check results will be restricted to authorized personnel involved in the hiring or contracting process.

Fair Hiring Practices: Finsweet is committed to fair hiring practices and will comply with all applicable laws and regulations related to background checks, including anti-discrimination laws. Any adverse employment decisions based on background check results will be made in accordance with legal requirements and will be communicated to candidates.

Reverification of Existing Employees: Periodically, as deemed necessary, Finsweet may conduct background checks on existing employees as part of its ongoing risk management and security practices.

Policy Compliance

By accepting an offer of employment or engagement with Finsweet, candidates acknowledge their understanding of this policy and their consent to undergo background checks in accordance with the outlined procedures. Failure to comply with this Background Check of Personnel policy may result in disciplinary action, up to and including termination of employment or contract. Finsweet reserves the right to modify or update this policy as necessary to address changes in laws, regulations, or business needs.

Version	Date	Description	Author	Approved by
1.0	27-Jul-2023	Submit for approval	Rohan Ganachari	Joe Krug
1.1	23-May-2024	Content updated. Refer Notion.	Rohan Ganachari	Joe Krug