



DISCLOSURE OF INTENT TO PERFORM BACKGROUND INVESTIGATION

We are disclosing to you that a background investigation will be performed to consider your candidacy for engagement for employment purposes which may include, hiring, promotion, retention, assignment, reassignment, agency placement, or work as an independent contractor (hereinafter collectively referred to as the "Engagement"). A background investigation may be requested in connection with the initial consideration of your Engagement or at any time during the course of your Engagement, if any. Additionally, in the event that claims or disputes are filed, consumer reports or investigative consumer reports may be requested for purposes of evaluation and response. The nature and scope of the background investigation may include information as to your character, general reputation, personal characteristics, mode of living, work performance, starting and ending dates of employment, salary, positions held and attitude.

Consumer reports or investigative consumer reports may be obtained from Research Associates, Inc. ("RAI"). The types of reports that may be requested from RAI may include, but are not limited to: criminal records checks, public court records checks, driving records, summaries and verification of educational records and histories, and/or summaries and verification of employment positions held and related duties, last pay rate or salary, work performance, experience, skills, qualifications, compliance with employer or institutional policies, licensing, certification, training, honesty, interviews, database searches, Internet searches, social media searches, media searches, and other research. Your credit report may be accessed and reviewed if you are applying for a position that involves: (1) access to confidential information of the Company, its customers or employees; (2) direct access to financial accounts of the company, its customers or employees; or (3) duties and responsibilities where a positive credit history and/or personal financial responsibility is a substantial requirement for the position.

The nature and scope of any investigative consumer reports that may be requested is explained above. You have the right, upon request, to be informed of whether a consumer report or investigative consumer report was requested and to obtain a copy of the report by making written request to: Research Associates, Inc., 27999 Clemens Road, Westlake, OH 44145, attention Disputes Department or calling 800-255-9693, attention Disputes Department. Research Associates' Web Site is located at www.raiglobal.com where you may find additional information about the investigative company and their privacy practices. You have the right to request from the investigative company a summary of your rights under applicable law.