



PostNL Group procedure on Pre-employment Screening

Date 1 November 2019

Procedure owner Director PostNL Human Resources

Title Group procedure
on Pre-employment Screening

Version 1.0



Scope, definitions, communication and implementation of this procedure can be read in the Sheet of Terms on the Group Policies site.
The scope of this Group procedure is as follows:

Applicable to	Pre-employment Screening
All PostNL Group companies	In scope
PostNL branded companies	-
Large / medium sized PostNL Group companies	-
PostNL Group companies based in the Netherlands	-

1. Objective

PostNL is committed to sound business conduct and therefore manages its business according to the PostNL standards and the PostNL Business Principles, which require an ethical and transparent way of conducting business.

We seek to attract, develop, reward and retain outstanding individuals. People are our most important asset. Therefore, the integrity of our employees, at all levels, is a key requirement for PostNL.

The purpose of this Group procedure is to outline the mandate and the responsibilities concerning investigating the backgrounds of potential employees and is commonly used to verify the accuracy of an applicant's claims as well as to discover any possible criminal history, workers compensation claims, or employer sanctions.

2. Procedure provisions and responsibilities

2.1. Minimum standards

The mandatory elements of pre-employment screening comprise checks of the following elements regarding any individual to be employed or engaged by any PostNL Group company, including temporary workers and personnel of subcontractors:

- a. Identity: verification based upon examination of original, official and valid identification documents;
- b. Academic, Previous Employment and / or Professional Background: assessment of the authenticity of the represented certificates and other documents and references confirming the applicant's educational and professional backgrounds; also, as far as permitted under local law, previous employers may be contacted to validate the applicant's dates of employment and any other relevant information.
- c. Criminal background and integrity: check to determine if the applicant has a record of any criminal conviction and check the integrity of the applicant, as far as permitted under local law.

Deviations for other than legal reasons are permitted with the prior approval of the Board of Management.

2.2. Responsibilities

The management of the PostNL Group company is responsible for the implementation of the mandatory screening elements set forth in this Group procedure, with the support of the respective Human Resources departments, which must carry out and coordinate all activities related to this Group procedure. The mandatory screening activities are included in the work instruction which is provided by the director PostNL Human Resources.

The screening of temporary employees and/or personnel from subcontractors and suppliers may be contracted out to the employment agencies and/or the third parties concerned. Written agreements between the PostNL Group companies and the employment agency or third party should specify that the third party can be held liable for not checking a candidate as rigorously as a PostNL Group company does.

The director Human Resources is responsible for the maintenance of these minimum standards as well as the monitoring of the implementation of this Group procedure.

In case the minimum standards aren't met the onboarding process will be stopped -or the contract will be dissolved- immediately.

2.3. Procedure owner

The owner of this Group procedure is the director Human Resources. The Group procedure owner is responsible for reviewing this Group procedure on an annual basis to assess whether revisions are necessary. The Group procedure owner is also responsible for monitoring compliance with this Group procedure.

2.4. Related Group policies and procedures

- PostNL Business Principles
- PostNL Group Policy on Integrity
- PostNL Group Procedure on Fraud Prevention
- PostNL Group Procedure on Conflict of Interest