

BACKGROUND CHECK/DRUG SCREEN REQUIREMENTS FOR ELANCO SUPPLIER PERSONNEL
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Elanco requires, in part, that all third-party suppliers providing services to Elanco conduct background checks and drug screens consistent with Elanco standards for their employees and subcontractors (collectively, “Supplier Personnel”) who require unescorted access at Elanco. To ensure consistency with all applicable Elanco standards for site access, all third-party suppliers should use Sterling Talent Solutions, Elanco’s current background check vendor, to conduct such screens.

Under Elanco’s current screening requirements, suppliers must conduct a criminal check with the required screens listed below within **6 months prior** to such personnel beginning assignment with Elanco. While a Supplier may hire Supplier Personnel in its sole discretion, a failure to satisfy these Elanco standards will disqualify Supplier Personnel from an assignment requiring unescorted access at Elanco facilities. Background checks and drug screens are not transferable between companies. In addition, screening results that satisfy Elanco’s requirements are valid for intermittent workers provided that the worker remains employed by the same supplier who implemented the initial background check and there has not been a break-in- service from an Elanco assignment(s) of twelve (12) months or more.

Required Screens for All	Screens that MAY be
<ul style="list-style-type: none"> • Social Security Number Trace • County Criminal Check • Federal Criminal Check • Nationwide or Multi-State Criminal Database • DOJ Sex Offender Registry • 9 Panel + Expanded Opiates Drug Screen from any Substance Abuse and Mental Health Services Administration (“SAMHSA”) • International Background Check (for those Supplier Personnel who have lived outside of the U.S. within the past 7 years) 	<ul style="list-style-type: none"> • Food and Drug Administration Debarment Check • Health and Human Services Office of Inspector General Exclusion List (OIG) • General Services Administration List of Excluded Parties, now called the Systems for Award Management or “SAM” site (GSA) • Education verification • Animal Rights Affiliation Check by Agenda Screening Services

To fulfil your background screening needs, please **contact Sterling directly copying both points of contact below**. Please Note: Have your company information handy. Account setup can take 3-4 business days before your account is ready to use for ordering:

Danielle LaGrange
 REGIONAL SALES EXECUTIVE
Direct: 216.685.7112 | danielle.lagrange@Sterlingcheck.com

Morgan Miller
 REGIONAL SALES EXECUTIVE
Direct: 216.685.7657 | morgan.miller@Sterlingcheck.com

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Suppliers should review all background check results to ensure Supplier Personnel satisfy Elanco requirements before any assignment begins. If a background check contains any of the following results and the Supplier believes that assignment would be appropriate based on additional circumstances described below, Supplier should contact Elanco to ensure that the assignment is appropriate:
Unconfirmed Social Security Number verification
Positive Drug Screen
Drug possession conviction(s) within the past seven years
All other drug or drug related convictions (e.g., distribution, sale, manufacture)
Cyber/computer related convictions
Any firearms-related conviction
Any alcohol-related felony conviction within the past 7 years
Two or more misdemeanor conviction(s) within the past 7 years
Any property-related conviction (e.g., theft, robbery, burglary, fraud, embezzlement, criminal
Any sex crime-related conviction (e.g., rape, child molestation, sex with a minor, prostitution, sexual
Any violent or other personal crimes (e.g., murder, aggravated assault, criminal recklessness, battery)
Unconfirmed educational credentials required for Elanco assignment

Additional circumstances to consider (to the extent the information is reasonably available) in evaluating whether a conviction or a combination of convictions is disqualifying include:

- The nature and gravity of the offense or conduct;
- How much time has passed since the offense, conduct and/or completion of the sentence;
- The nature of the job sought;
- The facts or circumstances surrounding the offense or conduct;
- The number of offenses for which the individual was convicted;
- Whether the individual has performed, post-conviction, similar work (either with Elanco or with another employer) to that which the individual is seeking or the individual is performing with no known incidents of criminal conduct;
- Age at the time of conviction;
- The length and consistency of employment history before and after the offense or conduct;
- Employment references and other information regarding fitness for the particular position;
- Rehabilitation efforts (e.g., education/training); and
- Whether the individual is bonded under a federal, state, or local bonding program.

Substance Abuse Program Requirements for Users of CCS Construction Safesite© *

The *Coalition for Construction Safety (CCS)* Substance Abuse Program complies with Elanco’s substance abuse testing requirements; therefore, organizations utilizing the CCS Substance Abuse Program (for personnel that they would be assigned to Elanco projects) should acknowledge “CCS” on the Fieldglass questionnaire.

The CCS Substance Abuse Program consists of the following reasons for having a 9 Panel + Expanded Opiates drug screen:

- Pre-assignment and Annually thereafter
- Random
- Post-Accident/Incident

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- Probable Cause/Reasonable Suspicion
- Return to Duty and Follow-Up

A critical element of the CCS Substance Abuse Program is the **CCS Construction Safesite**® substance abuse card validation system, www.constructionsafesite.org, which allows qualified, registered card managers to obtain the status of field or office personnel in an anonymous and efficient manner. The system combines substance abuse records from the CCS Substance Abuse Program and several other reciprocal CCS programs into one database for the card managers to validate employee substance abuse records in one location. The report the system provides is in an anonymous, easy to evaluate format which ensures that all past drug testing records, for each and every employee under the CCS program, are transferred from jobsite to jobsite. This greatly reduces duplication of testing and the ability for personnel to have records in multiple substance abuse programs.

While CCS was originated to influence the central Indiana construction industry, its Substance Abuse Program is adaptable to any industry.

If you provide services to Elanco but are not a user of CCS Construction Safesite®, you must follow all requirements on the first page (second page requirements do not apply).

In the event a Supplier has any questions regarding the application of these requirements, it must request clarification from Elanco prior to assigning Supplier Personnel to Elanco. Elanco reserves the right to review the background check conducted by a Supplier to ensure that all Supplier Personnel on assignment at Elanco satisfy the minimum requirements described above. Multiple misdemeanor convictions pertaining to a single event (as determined solely by Elanco) may be considered a single conviction. Elanco also reserves the right to evaluate the results of any animal rights affiliation check, as appropriate, for designated roles to ensure satisfactory results of such checks and at Elanco's sole discretion, to allow or deny access to Supplier Personnel for background check findings other than those described above and reserves the right to modify these requirements at any time. Any requests for an appeal regarding the application of these requirements may be directed to the Elanco External Worker Office.