

## REFERENCES

### Policy:

JUSTJUNK® will do reference checks on all prospective employees. Every reasonable effort is made to contact third parties for references. JUSTJUNK® will not release Credit or Employee references without approval from an employee.

### Procedure:

#### References requested by JUSTJUNK® in order to secure employment

1. Executive Management Team is responsible for conducting employment reference checks for all Departmental Management positions.
2. Management is responsible for conducting employment reference checks for all Truck Team positions.
3. Reference checks are to be conducted using the Reference Check Form from Human Resources personnel. Information obtained during the interview should be collaborated.
4. Complete Reference Check Forms must be placed in the new employee's HR File.
5. When conducting an external recruitment process, a minimum of two (2) satisfactory references must be obtained before extending an offer of employment.

#### References requested by a current employee for a third party

### Credit

1. No financial information will be given out to anyone regarding an employee's earnings unless the employee requests, in writing, Executive Management to do so.

### Employment

1. References may be given either verbally or in writing upon request from the agency that the individual has applied to.

