

## **Southern Company Contract Worker Drug/Alcohol Screening & Background Investigation Criteria**

### Drug Screen Criteria:

- Standard seven-panel urine drug screen

### Alcohol Screen Criteria:

- Alcohol screening is not necessary for initial/pre-site screening
- Alcohol screening may be necessary for reasonable cause, post-accident, or random screening

### Background Investigation Criteria:

The following components will be verified / searched:

- State criminal history
- National Criminal File database
- Sexual Offender Registry
- Discretionary background search criteria (as requested by Company)
  - Employment verification
  - Education verification
  - Special certification or license (CDL, FAA, PE, JD, CPA, etc.)
- Social Security number verification
- Global Watch
- Driver's License report

### Disqualification Standards for the background, drug screen and/or alcohol screen:

Employment Screening Services will determine compliant /non-compliant status of the screening results based on the following Southern Company disqualification criteria. In general, disqualification criteria include:

- Positive (Non-Compliant) drug or alcohol screen
- Felony conviction
- Conviction for certain misdemeanors
- DUI/DWI convictions (two in last five years)
- Pending charges that, if resulting in a conviction, would disqualify for one of the preceding reasons
- Currently on probation for charges related to one of the preceding reasons
- Pattern of behavior in the past that may not have resulted in a conviction, but that indicates involvement in criminal activity
- Incident of workplace violence
- Willful omission, misrepresentation, or falsification of personal data provided for background investigation purposes (e.g., omitted criminal conviction, falsification of degree)
- Not authorized to work in the United States
- Currently prohibited from performing work for, or for any contractor on behalf of, Company or any affiliate
- Suspended or revoked driver's license (for any position that requires driving)

These guidelines do not necessarily constitute an absolute bar to "Compliant" status. In applying these guidelines, the nature of the conviction, the time of the conviction, evidence of rehabilitation, and the scope of work will be taken into consideration.

A status of non-compliant is only a denial of access to Southern Company property and is not a recommendation for you to take adverse action against your employee. In the event that you, as the employer, independently take adverse action based on the results of your employee's non-complaint status, it is recommended you seek legal counsel regarding compliance under the Fair Credit Reporting Act (FCRA).