

Xylem Contingent Worker On-Boarding Checklist

Instructions:

- Enter the Worker Name and Assignment Start Date
- Complete the Worker Screening Qualification
- Complete the Screening and Document Review as required
- The Supplier Representative needs to sign and date this form
- Completed form needs to be sent to the Program Office prior to the Contingent Worker's first day
- Keep this record on file for audit purposes

Worker Name:

Assignment Start Date:

Worker Screening Qualification	YES	NO
Has this worker been on assignment at Xylem (Sensus) previously?	<input type="checkbox"/>	<input type="checkbox"/>
Has it been more than 30 days since worker's last assignment?	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ If NO, Background Verification is not required for this worker ▪ If YES, follow the checklist for New Worker On-Boarding 		

New Worker On Boarding	Date Screening Requested	Date Screening Results were Received
Drug Screen:		
10 panel		
Background Verification to include the following:		
• Federal Criminal History Check (each district lived in the last 7 years)		
• State Criminal History Check (each state lived in the last 7 years)		
• Auxiliary National Criminal Index Search		
• Social Security Number Trace		
• Education Verification-highest degree		
• Employment History – last 7 years or prior 2 employers (whichever is longer)		
• OFAC		
• MVR Check for Driving Roles		
• Credit Check for Finance Roles		
On-Boarding Documents	Worker Reviewed and Signed Document	
Assignment Acknowledgement and Confidentiality Agreement		<input type="checkbox"/>
Xylem Code of Conduct and Acknowledgement		<input type="checkbox"/>

By signing below you have confirmed that you and/ or the Contract Worker have completed each of the above items as required.

Supplier Representative's Signature / Date

Supplier Name

Supplier Representative's Printed Name

For more information on Xylem, Inc. and their global brands, please refer to: <https://www.xylem.com/en-us/brands/>

Note: The Supplier On-boarding Checklist is not all-inclusive.
Please refer to the contract to ensure you are meeting all on-boarding requirements.