

Qwest Background Check Requirements

Supplier will, as applicable, comply with the following background check requirements for all Supplier Personnel engaged in work on behalf of Qwest.

1.1. BASIC SCREENING.

For all Supplier Personnel, Supplier will conduct appropriate background screening and select qualified Supplier Personnel to perform any services for Qwest in accordance with prevailing industry standards. Supplier will not utilize any Supplier Personnel whose background screening indicates that the person is unqualified, dishonest, untrustworthy, unreliable, or has a history of violence.

1.2. ENHANCED BACKGROUND SCREENING.

If any Supplier Personnel will perform services, and the Supplier Personnel will have:

- (a) access to CII, CPNI, or Sensitive PII,
 - (i) "CII" is defined as Confidential Information about Qwest's network architecture and key network assets, such as the location and capability of central offices, network points of presence and other critical network sites, and network elements and equipment within them, and includes any information which Qwest identifies as critical infrastructure information.
 - (ii) CPNI is as defined at 47 USC § 222(h) and includes any Confidential Information which Qwest identifies as CPNI. Customer proprietary information, including CPNI, is protected by federal statute (47 USC § 222) and Federal Communications Commission Rules.
 - (iii) "Sensitive PII" means Qwest Confidential Information that involves racial or ethnic origin, political opinions, religious or philosophical beliefs, union membership, health and financial matters, sexual preferences, Social Security Numbers, credit cards and any other account numbers, or other Confidential Information which Qwest identifies as Sensitive PII, whether the information pertains to consumer, business or employment activities.
- (b) unescorted access to Qwest facilities,
- (c) remote or telephonic access to Qwest customers, while representing themselves as a Qwest representative,
- (d) access to Qwest customers in a public setting, while representing themselves as a Qwest representative,
- (e) access to sensitive Qwest corporate financial or legal data, or
- (f) duties related to Qwest software testing or Qwest IT program managing,

Supplier will conduct the background screening on the Supplier Personnel provided in this Section 1.2 prior to performing services:

- (a) Supplier will utilize thorough screening and selection of all Supplier Personnel assigned to perform services for Qwest, including appropriate background screening. The screening procedure will include an inquiry of official government record repositories for any federal, state, and local felony or misdemeanor adjudication (e.g., conviction, deferred judgment, nolo contendere or finding of criminal liability by a court of competent jurisdiction) and/or pending dispositions for all areas of residence/employment over the last seven (7) years, or longer if commercially feasible and the information is available through public records; and a credit check (only for those with access to Sensitive PII).
- (b) Supplier will consider all of the information provided from a background check when determining if the Supplier Personnel will provide services for Qwest. Supplier will not utilize any Supplier Personnel whose background screening indicates that the person has a material history of adverse credit, criminal adjudication as described above, or if the Supplier has any information which suggests that such person is unqualified, dishonest, untrustworthy, unreliable, or has any history of violence.
- (c) If Supplier Personnel are based outside of the U.S. and such credit and/or criminal checks are not available or applicable within the Supplier's country of operation, Supplier will notify Qwest of this fact and make every effort to utilize Supplier Personnel who could reasonably meet these standards. These efforts should include alternative screening to include verification of previous employment and education. Supplier must maintain security/criminal investigation results for review by Qwest upon request. Details of actual results will remain confidential.

1.3. FULL BACKGROUND SCREENING.

If any Supplier Personnel will perform services, and the Supplier Personnel will have:

- (a) direct physical access to Qwest's customers at the customer's residence, or
- (b) significant access to Qwest networks, software, or databases, such as that possessed by systems administrators, database administrators, software developers, or network engineers,

Supplier will conduct all of the background screening provided in Section 1.2 above, and Supplier will conduct the following additional screening procedures for these Supplier Personnel:

- (a) a search of State Sex Offender Databases for all states of adult residency (only for those with direct physical access to Qwest customers),
- (b) a drug test, and
- (c) verification of last employment.