



Treat as confidential when completed.
Do not send over the internet (via-email) unless encrypted.

Supplier (as identified below) has contracted with Arizona Public Service Co., or one of its parent and affiliated entities (**Company**) in connection with the Purchase Order identified below. Supplier requests that its employee, or the employee of Supplier’s subcontractor, (**Contractor**) receive access to a Company facility and/or the Company’s computer systems, in connection with the Purchase Order.

Supplier’s Name	Purchase Order No.
Contractor’s Name:	Contractor’s Employer (Leave blank if same as Supplier or fill in if employed by a subcontractor to Supplier):

Contractor’s Job Title:	Start Date:
Responsible Company Leader:	End Date:

Please indicate which of the following processes the Supplier has successfully completed (or, if applicable, received written assurance from its subcontractor that the subcontractor completed) on the Contractor listed above. Please refer to the Company’s guidelines and requirements related to these processes.

- Drug Screening
- Driving Record Screening
- Criminal History Screening
- Employment History Screening (Contract Labor only)

By signing this form, Supplier represents that it has complied, or received written assurance from its subcontractor that the subcontractor has complied, with all applicable federal and state laws governing the Contractor’s authorization to work in the United States.

Supplier’s Signature: _____ Date: _____

Printed Name and Title: _____

Note: Supplier’s authorized representative shall not be the same person as the Contractor.

Company access request guidelines and requirements for worker screening processes.

Drug Screening: To mark the Drug Screening box, Contractor's Employer must meet the following requirements:

- 1 Contractor's Employer either a) enforces a policy of random drug screening or drug screening for cause and has administered a drug test to the Contractor for any reason within the previous 2 years, or b) does not enforce a policy of random drug screening or drug screening for cause, but has administered a drug test to the Contractor within the previous 90 days;
- 2 The drug test administered to the Contractor consisted of at least a 5-panel specimen using an HHS-approved laboratory;
- 3 The Contractor tested negative or fell within the protections of a federal, state, or local law;
- 4 The Contractor did not test positive on any drug test administered by Contractor's Employer within the previous 2 years, except for a positive test that falls within the protections of a federal, state, or local law;
- 5 The Contractor is not taking any medication or substance in a manner that would prevent him/her from safely performing the job; and
- 6 If the Contractor is a medical marijuana cardholder, Contractor's Employer has confirmed that the Contractor's card is valid and current, and has disclosed the Contractor's cardholder status to the Company.

Criminal History Screening: To mark the Criminal History Screening box, Contractor's Employer must meet the following requirements:

- 1 Within the previous 2 years, Contractor's Employer has conducted a background screening process utilizing a third party professional background screening company and has reviewed the Contractor's federal, state, and local legally available criminal records covering all of the Contractor's residences since the Contractor reached age 18 or for the seven-year period immediately preceding the criminal records review, whichever is shorter. If the screening indicates the Contractor resided outside the United States within the applicable seven-year period, Contractor's Employer shall use a third party professional background screening company to review the legally available criminal records of that foreign jurisdiction;
- 2 Following the criminal records review described in paragraph (1), the Contractor must have been continuously employed by the employer who completed the criminal records review, and must have been under an ongoing requirement to self-report criminal arrests and convictions to that employer;
- 3 Contractor's Employer has reviewed the Contractor's legally available criminal history records and self-reports (if any), and determined that the Contractor is suitable for the particular assignment or job; and
- 4 Contractor's Employer has disclosed the Contractor's legally available criminal history records and self-reports (if any) to the Company if his/her legally available records or self-reports include any of the following:
 - a Any felony conviction or felony charge subject to deferred adjudication or pending court disposition where the conviction or charge date and any related term of imprisonment ended less than 7 years prior to assigning the Contractor to a Company facility;
 - b Three or more misdemeanor convictions or charges pending court disposition; or
 - c A misdemeanor conviction or misdemeanor charge subject to deferred adjudication or pending court disposition for a crime involving weapons, more than one DUI (alcohol), drugs, violence, theft, robbery, burglary, embezzlement, misappropriation, fraud, terroristic threats, or sexual offenses, where the conviction or charge date and any related term of imprisonment ended less than 7 years prior to assigning the Contractor to a Company facility.

Driving Record Screening: If the Contractor's assignment will require the Contractor to drive a Company vehicle, but does not require a Commercial Driver's license, then Contractor's Employer must conduct a background screening process utilizing a third party professional background screening company and obtain and review the Contractor's legally available driving records covering the preceding 39 months; and, determine whether the Contractor is suitable for the particular assignment or job. Absent extraordinary circumstances, Contractor's Employer may not assign to the Company a Contractor whose driving records include a violation, citation, arrest, and/or notice of violation of any law, statute, or ordinance, regarding the operation of a motor vehicle, which:

- 1 Results in license suspension or revocation;
- 2 Results in death or serious physical injury to a person;
- 3 Is a DUI – drugs or alcohol;
- 4 Involves fleeing or attempting to elude police officers, hit and run, or failure to stop after an accident; or
- 5 Involves reckless or aggressive driving, or highway racing.

If Contractor's Employer believes extraordinary circumstances make disqualification unjust or improper, Contractor's Employer must disclose those circumstances and the Contractor's legally available driving records to the Company for review.

Employment History Screening (Contract Labor only): To mark the Employment History Review box, Contractor's employer must review its own records with regard to the Contractor and determine that the Contractor:

- 1 Is trustworthy and reliable, and has a propensity for legal and ethical compliance;
- 2 Has no known incidents of workplace violence; and
- 3 Has made no willful omissions or misrepresentations on his/her employment application.