

## E 350 - REFERENCES

### **Policy:**

No verbal information concerning any employee shall be given.

Only the Human Resource Department shall provide a reference.

### **Procedure:**

The only references given about any past employee will be done verbally and can only include information pertaining to the employee, such as: position, salary, and period of employment. Should a Company employee be asked for a reference, he or she should state that all requests for information concerning a former employee must be submitted in writing to Human Resources. The Company will only provide the facts listed above.