

**Gulf**of**Mexico**



## **Security**

### **GoM Contractor Background Screening Policy**



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# 1 Introduction

## 1.1 Purpose

The purpose of the Contractor Screening Policy is to meet OMS elements 3.5.1 and 3.5.2 developing strategies for identifying, assessing and managing GOM's security risks and mitigating key security threats to its employees, facilities and operations.

## 1.2 Requirements

BP's OMS sets expectations for ensuring operations are systematic and consistent. These requirements are expressed in contract language in normative [Appendix A](#).

# 2 Scope

## 2.1 In Scope

This policy applies to all contractors, subcontractors (existing and new) working off shore in the Gulf of Mexico (GoM) for Global Operations Organization (GOO), Global Projects Organization (GPO) and Global Wells Organization (GWO). Exceptions may be granted by the Director of Security.

## 2.2 Out of Scope

No exceptions may be granted for those in a safety sensitive position. Those positions are listed in normative [Appendix B](#).

# 3 Definitions

BSC	Background Screening Company
CPET	Contractors Performance Evaluation Team
GS	Group Security
GOM	Gulf of Mexico
GOO	Global Operations Organization
GPO	Global Projects Organization
GWO	Global Wells Organization
ICE	Immigration and Customs Enforcement
PSCM	Procurement and Supply Chain Management
RFP	Request For Proposal
SD	Security Director

## 4 Roles and Responsibilities

Procurement and Supply Chain Management (PSCM) Shall:	Develop Request For Proposal
	Conduct Contract negotiations
	Designate Preferred Vendor
	Assume Audit Responsibility
GOM Security Department Shall:	Identify Potential vendors to PSCM Manage daily input of personnel not authorized to work on BP property Assume designated contact with vendor Assume Audit Responsibility Review Program Annually
Off-Shore Contract Companies Shall:	Utilize the preferred vendor for background screens on those workers performing services off-shore in the GOM Provide contract workers deemed appropriate to work for BP
Background Screening Company Shall:	Provide a sustainable background screening process that meets the negotiated contract requirements
	Provide an appeals process
	Provide a secure portal of transmission of information

## 5 Performance Management

The Background Screening Company shall submit monthly a report to GOM Security of those contractors submitted for a background. The list shall be incorporated into the I-Logistics system.

CPET shall conduct monthly audits on the off shore contracting companies to verify compliance with this policy.

## 6 Key Documents and Systems

OMS REFERENCE	DOCUMENT NAME	DOCUMENT NUMBER
3.5	Security Management Plan	2500-T2-SE-PN-0002

I-Logistics is the established system to manage credentials for off shore travel

# APPENDIX A Contract Language Schedule 9 (US)

## Security Criteria for Basic Check and Vetting

All PERSONNEL who perform WORK for COMPANY must have undergone a background check that meets the following minimum Basic Background Check requirements within the ninety (90) days prior to the date they begin performing WORK for COMPANY. PERSONNEL shall not be permitted to provide WORK to COMPANY if:

- PERSONNEL'S background check results do not meet these minimum requirements (regardless of when the background check occurred);
- PERSONNEL'S background check results are deemed unsatisfactory by CONTRACTOR; or
- PERSONNEL'S falsifies background information.

Background checks for PERSONNEL must be conducted and successfully passed before PERSONNEL are placed with COMPANY.

All background check activity must comply with applicable legal requirements including the Fair Credit Reporting Act. Copies of CONTRACTOR's background check policies and processes must be provided to COMPANY upon request. CONTRACTOR must obtain a signed consent demonstrating the agreement of each member of its applicable personnel to conduct the relevant background check and release to CONTRACTOR and COMPANY the results of such checks.

**Basic Background Check** - The CONTRACTOR must conduct or procure that its Subcontractors conduct a Basic Background Check for all PERSONNEL who perform WORK for COMPANY. If CONTRACTOR provides PERSONNEL to perform WORK at COMPANY's offshore facilities within the Gulf of Mexico, the Basic Background Check must be conducted through COMPANY's designated Background Check Provider at COMPANY's expense. All PERSONNEL who perform WORK for COMPANY must have undergone a background check that meets the following minimum verification requirements:

- **The identity of the person:** Documentation as defined on the Form I-9 must be verified.
- **Current address:** Original document such as a utility bill.
- **Legality to work:** Compliance with all applicable immigration laws and regulations, including the I-9 employment verification provisions of the Immigration and Control Act of 1986. The person conducting the check of such documents must receive appropriate formal training in how to identify fraudulent documents.
- **Work or educational history:** For the last ten (10) years including: qualifications; educational establishments; work history with a named line manager for each role and reason for leaving; residential addresses, including an explanation for any gaps in educational or work history in excess of ninety (90) days.
- **Qualifications:** The originals of any qualifying documents such as relevant academic qualifications, licenses etc. must be reviewed and verified. The current status of all licenses, qualifications, regulatory clearances and certifications vital to the role must also be verified (e.g., good standing, disciplinary action, renewal dates, etc.).
- **Restricted Persons** check to comply with clause 14.5 of the General Terms.
- **Criminal History:**
  - Based on a minimum of seven (7) years of residential history (county or equivalent) with a social security number verification. A consumer reporting agency that conducts searches (typically via pass-through of credit bureau data) must be used to obtain aliases and other addresses that are then used for additional criminal background checks.
  - Must include a check of local, state and federal databases containing records of individuals who have been identified as having been involved in or having links to terrorism, sexual offenses, money laundering or other serious organized crimes.
  - Adjudication of criminal convictions and determination of suitability for placement with COMPANY must be made pursuant to local laws/regulations. In determining whether a particular criminal conviction would exclude PERSONNEL from placement with COMPANY, CONTRACTOR should conduct an individualized inquiry that takes into consideration factors such as:
    - nature and seriousness of the conviction;
    - facts and circumstances surrounding the conviction (e.g., age of individual, extenuating circumstances, etc.);
    - number of convictions;
    - time elapsed since the conviction(s) or conduct;
    - rehabilitation efforts (education or training);
    - nature and duties of the job held or sought; and

- character references (if available).
- Special attention should be placed on felony convictions for crimes against persons. If the role in question involves driving for COMPANY, special attention should be placed on convictions involving impaired driving. If the role in question involves access to financial accounts or financial authority, special attention should be placed on convictions such as theft, embezzlement, fraud, financial crimes and misappropriation.
- PERSONNEL should not be denied placement with COMPANY based solely on the existence of a criminal conviction. CONTRACTOR's should review relevant federal guidance and consult with counsel on this issue when developing criteria that may lead to exclusion of PERSONNEL from placement with COMPANY.

**Level 2 Background Check:** Applies to all PERSONNEL in roles where high impact security and reputation risks have been identified by COMPANY, and includes, at a minimum, roles which meet the following criteria and have been identified by COMPANY and communicated to CONTRACTOR:

- Authority to make independent financial or procurement decisions over \$10,000
- Frequent access to COMPANY's confidential, proprietary or trade secret information in physical, digital or conversation form
- Persons with control of key installations and related IT process control systems where a serious external threat exists (e.g. from terrorists or extremists)
- Privileged system administrator access to systems which are operationally highly critical on a global basis such that if damaged the Global COMPANY would be impacted
- Individuals with extremely high profile roles, continuously in the public eye

A Level 2 Background Check must include:

- All the components of a Basic Background Check;
- If requested by COMPANY, a security interview conducted by a representative of COMPANY's Corporate Security;
- A credit background check for roles involving authority to make independent financial or procurement decisions over \$10,000; and
- SAM "System for Award Management" check

**Certification:** At the request of COMPANY, CONTRACTOR will certify in writing that it has conducted a background check in compliance with this Schedule prior to the assignment of PERSONNEL with COMPANY.

**Audit:** While it is CONTRACTOR's responsibility to conduct or procure all background checks and make all decisions regarding the results of those background checks, COMPANY reserves the right, in addition to any other COMPANY audit rights in the General Terms, to periodically audit CONTRACTOR's background check records to verify compliance with this Schedule. Such verification will include, but not be limited to:

1. Review of CONTRACTOR's background check policy and its implementing directives and procedures; and
2. Subject to Applicable Law, review of CONTRACTOR's background check results and placement of PERSONNEL with COMPANY.



## **APPENDIX B Safety Sensitive Positions**

According to the USCG in 46 CFR 16.230, covered employees are those who:

- Occupy a position, or perform the duties and functions of a position, required by the vessel's Certificate of Inspection; or required by law or regulation to hold a license issued by the Coast Guard in order to perform their duties on the vessel;
- Perform the duties and functions of patrolmen or watchmen; or,
- Are specifically assigned the duties of warning, mustering, assembling, assisting, or controlling the movement of passengers during emergencies

The off-shore positions identified as meeting the criteria above are:

USCG Licensed Positions (Including trainees)

- OIM (and Alternate)
- BCO (and Alternate)
- Barge Supervisor (and Alternate)

Unlicensed Positions

- Firefighting Team Leader (and Alternate)
- Control Room Operator
- Lifeboatman
- Able Bodied Seaman and alternate
- Ordinary Seaman

# Gulf of Mexico

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