



GSI POLICY NUMBER HR-	REVISION # 1	EFFECTIVE DATE: NOV 1 2016	NUMBER OF PAGES 1
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"PROVIDING THE WARRIOR THE RIGHT SOLUTIONS AT THE RIGHT TIME"

Policy Title: Citizenship and Registered Alien Status

Purpose

It is the policy of GSI not to discriminate on the basis of a person's national origin or citizenship status with regard to employment practices. GSI is committed to employing only persons who are United States citizens or who are aliens legally authorized to work in the United States, and will take all precautions to avoid employing any person who is, or becomes, an unauthorized alien. Also, to comply with Immigration Reform and Control Act of 1986, this regulation requires employers to preserve jobs for those who are legally entitled to them, i.e., American citizens and aliens who are authorized to work in the country.

In compliance with the Immigration Reform and Control Act of 1986, all employees hired since November 6, 1986, and all candidates for employment, regardless of national origin, ancestry, or citizenship, must provide upon hire, a complete Immigration and Naturalization Service (INS) Form I-9 and required documentation, in order to verify their identity and employment eligibility. Any applicant refusing to do so will not be hired. Any current employee refusing to do so will be discharged.

E-verify is also a mandatory requirement to be completed by GSI as part of the hiring process. E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. Form I-9 is the key element of E-Verify's Internet-based employment eligibility verification.

Policy

- All prospective candidates who have an outstanding offer of employment by GSI will be asked to provide document(s) to verify their identity and employment eligibility and will be asked to complete INS Form I-9 upon date of hire.
- If an employee is unable to provide the required documentation within 3 days of hire, the employee must at least produce within those 3 days a receipt showing that he or she has applied for such documentation.
- GSI will retain all INS Forms I-9 for a minimum of 3 years, or 1 year after termination of the employee's employment, whichever is later.
- GSI must permit the INS to enter the place of business in order to review INS Forms I-9. The INS may enter without a subpoena or search warrant if it provides three (3) days warning. If the INS has probable cause to believe that GSI is violating a law, it can enter without warning immediately after obtaining a subpoena or search warrant.

Procedure

Upon acceptance of a GSI job offer, employee is responsible for the completion of INS Form I-9 and for providing appropriate documents to verify identity and employment eligibility within three (3) working days of date of hire.

HR Representatives or authorized GSI representative ensure the verification and eligibility of current employees and all prospective candidates for employment, as well as the timely completion of their INS Form I-9 at the time of hire.

Questions which may arise regarding this policy or its interpretation should be discussed with the Corporate HR Department.