

# Aon plc - Employment Verification

Employment Verification Policy statement and instructions for the U.S. and Canada

Applies to: All U.S. and Canada-Aon, to include all Business Units

Policy is Effective as of: October 16, 2012. Instruction is effective as of: January 1, 2015

## Purpose:

Aon recognizes that our colleagues and former colleagues occasionally need to confirm employment details for a variety of reasons such as loan requests and employment applications. This Policy employs HR best practices and ensures accurate information is made available on a timely basis.

## Overview

HR will no longer provide special letters or respond to a form request for topics outside of limited exceptions (detailed below). Where applicable, colleagues may contact their Manager or other functional areas to obtain specific data if needed beyond what is provided below in a formal employment verification (such as a role profile to describe work responsibilities). Information provided should not include any detail that would indicate a promise of current or future employment or a misrepresentation of employment facts. Additionally, no employment information should be given without our colleague or former colleague's written consent.

## Personal References

Often, current or former colleagues request verbal or written references from managers and/or colleagues. Due to the possibility that liability may be imposed against Aon due to the content of such information, personal references are not permitted.

To protect colleagues and Aon from the inappropriate release of information regarding a colleague or former colleague, please follow the steps outlined below to confirm dates of employment, role title and salary.

## Instructions:

### In the U.S.:

Colleagues are to utilize The Work Number (TWN) for standard employment verifications (employment dates, salary, and role title). Instructions are detailed below.

Note: Aon will not provide special employment verification letters to colleagues in the U.S. except in these specific situations:

## Legally mandated forms (Police/FBI) – Contact HR Connect

Within first two weeks of employment, when The Work Number does not yet have the new colleague's information. The Aon HR Service Center will provide a standard letter confirming only dates of employment, role title and salary. If you are within the first two weeks of employment and need an employment verification, please access "Contact Us" in this portal, select the eService Submit A Request link and indicate the need for a manually created letter due to this circumstance using the Topic: Workforce Administration and Subtopic: Employment Verification.

Merger/acquisition, where The Work Number does not have employment details-Note that we cannot provide employment details for former companies where we don't have the employment history. The Service Center will provide a standard letter confirming only dates of employment, role title and salary where available. If you were part of a merger or acquisition and have already confirmed via the instructions below that The Work Number is not able to provide your dates of employment, please access "Contact Us" in this portal, select the "Pay & Time" category and then click "Submit or review a request", then choose to submit, and indicate the need for a manually created letter due to this circumstance using the Topic: Workforce Administration and Subtopic: Employment Verification.

All other requests will be completed by our vendor, "The Work Number," who will provide dates of employment, role title and salary. Please utilize the following instructions:

For proof of employment:

1. Colleagues/Former Colleagues should have their verifier visit <http://www.theworknumber.com> or call 1.800.367.5690. (The Work Number will not provide employment verification directly to the Colleague unless it is for Immigration purposes, where there is a specific Immigration option to choose from).
2. If you are seeking Immigration related employment verification, you can request it yourself (this is the only time The Work Number will provide the employment Verification directly to the colleague). You do not need a verifier to request this on your behalf.

For all other employment verification requests, provide the following employer code to your verifier. They will need this to acquire the employment verification:

- Aon employer code: 10481 (All current and former Aon colleagues, except for former Legacy Hewitt colleagues who terminated prior to 1/1/2015).
- Legacy Hewitt employer code: 10762 (Only for Legacy Hewitt colleagues who terminated prior to 1/1/2015)

For proof of employment plus income:

Colleague Instructions: The following should first be completed by the colleague (includes terminated colleagues):

1. Visit <http://www.theworknumber.com>. Select "I'm an Employee", then "Enter Site".
2. In the "Employer Name or Code" field, please enter the Aon employer code: 10481. (NOTE: If you are a Legacy Hewitt colleague who terminated prior to 1/1/2015, use employer code 10762 instead)
3. User name is SSN and default PIN scheme is 4-digit year of birth (YYYY) (NOTE: If you are a Legacy Hewitt colleague who terminated prior to 1/1/2015, your user name is SSN, but your default pin scheme will be the last 4 digits of your SSN plus the 4-digit year of birth (YYYY)).
4. This will allow you to generate a salary key.
5. Provide the Aon employer code, SSN, and salary key that is generated to your verifier.

Requesting agency (verifier) instructions: The following should be completed by your verifier:

1. Visit <http://www.theworknumber.com> with the salary key, SSN and employer code
2. Verify employment plus income.

If you are an Aon Hewitt Colleague who receives Salary Premium, please provide a copy of your most recent pay stub to any verifier wishing to validate this information as it is not included in the Employment Verification. You can also provide this statement below to your verifier, describing what the Salary Premium is:

Salary Premium: A premium on base pay for performing a certain role (defined by job code and level). Salary premium is a percentage of the colleague's annual base salary rate. Each payment is calculated as (Premium % \* Annual Salary Rate) divided by the number of checks in a full calendar year. If the colleague moves to a role that is not eligible for premium, the premium payments will stop. The premium % is subject to review annually.