



Policy and Procedure #690

Providing References for Employees

Approval: _____ Effective Date: 5/10/24

POLICY:

Because of the potential for a lawsuit related to an incomplete or inaccurate employment reference, EFI is unable to provide an employee leaving the company, or a business conducting a reference check, information regarding job performance.

The human resources representative contacted for a reference may provide dates of employment and job title or duties only.

PROCEDURE:

1. Employees will be made aware of this policy so they will not place themselves or the company in an awkward position by asking for a reference letter or statement upon departure.
2. No specific information (verbal or written) as to performance, satisfaction, attendance, or rehire potential will be provided.
3. The human resources department will exclusively handle all calls pertaining to references for past or current employees.