Third-Party Supplier Background Check

Supplier Letter Template

Department/Business Unit Letterhead   
 DATE

Dear NAME OF COMPANY,

Emory University is committed to providing a safe and healthy environment for students, faculty, staff, and visitors. Your engagement *(Add a brief description)* with Emory meets certain conditions that require a third-party background check of individuals you have assigned to our business. In accordance with this requirement,

* + Any person assigned under our mutual agreement must successfully complete and pass the background check process prior to working on the Emory University account (includes on campus and remote work). (*Note: Emory University should not receive individual background check results*).
  + Your company must maintain an accurate list of workers (first and last name) assigned to the university account. The list should be readily available to the university when requested as the university may from time-to-time audit compliance with this policy and the accuracy of the list. (*i.e., suppliers’ employees and others under their direction or control, such as subcontractors*).
  + The background checks should align with industry standards for which the work/service is being performed on Emory’s behalf.
  + Your company is responsible for charges related to the background check requirements.

As part of this process, you must sign the **Emory Third-Party Supplier Background Check Attestation Form** attesting to your understanding and compliance with this policy (attached).

We appreciate your assistance in ensuring that all your company’s employees and subcontractors who service the Emory University account are aware of this policy. Failure to comply with this policy constitutes a breach of contract and may result in sanctions including termination of the contract.

Sincerely,

Name

Title

Phone