

Exhibit C: Product Definitions

Locator and Trace Services (US)

Social Security Number Trace

A Social Security Number Trace provides names (including AKA's or aliases) and addresses associated with the Social Security number provided, sourced from a national credit bureau. (Site Inspection Required)

Address History Locator

The Address History Locator service derives names (including AKA's or aliases) and addresses associated with a candidate's Social Security number, sourced from a proprietary database.

National Criminal Records Search

The National Criminal Records Search (NCRS) compiles information from various sources. If a record is located from the National Criminal Records Search (NCRS) during the background screening process, A confirming search at the jurisdictional level is completed to confirm the record.

✓ This service is available for monitoring or rechecks.

National Sex Offender Search

The National Sex Offender Registry (NSOR) service is a proprietary database search of records sourced from state sexual offender registries from all 50 states, the District of Columbia and Puerto Rico. A confirming search at the state source and/or jurisdictional level is completed to confirm the record.

✓ This service is available for monitoring or rechecks.

Dru Sjodin National Sex Offender Public Website Search

A website search of the Department of Justice Dru Sjodin National Sex Offender Public Website (NSOPW) that links participating public state, territorial and tribal sex offender registries in one national search site. NSOWPS provides information as provided and hosted by each participating jurisdiction. A confirming search at the state source and/or jurisdictional level is completed to confirm the record.

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Research Services (US)

County/Statewide Criminal Search – 7 Year Search

A seven-year search of a local state court or a statewide court or police repository for all available felony and misdemeanor records including convictions, deferred records, pending records, failure to appear and warrant information (as allowed by state and federal law).

As a standard operating procedure, Orange Tree completes a Statewide Criminal Records Search instead of a County Criminal Search in the following states: Alabama, Alaska, Colorado, Connecticut, Georgia, Hawaii, Iowa, Maryland, Missouri, Montana, North Carolina, New Jersey, New York, Oregon, South Carolina, South Dakota, Washington, Wisconsin.

Statewide Criminal Search – 7 Year Search

A seven-year search of a statewide court system or police repository for all available felony and misdemeanor records including convictions, deferred records, pending records, failure to appear and warrant information (as allowed by state and federal law). Statewide Criminal Records Searches are done on an “as available” basis as not all states have a publicly accessible repository, provide timely access or full and accurate records.

Federal Criminal Search – 7 Year Search

A seven-year search of the of a federal criminal district court using the same online repositories utilized by the federal court clerks.

County and Federal Civil Court Records Searches – 7 Year Search

A seven-year search of a Civil court to identify lawsuits, judgments, tax liens or federal civil bankruptcy filings, depending on the type of service being run (County Civil Records Search vs. Federal Civil Records Search). Orange Tree offers clients two different Civil Court Records Searches: County and Federal. These compile records from the applicable county/federal courthouse or by the same repository utilized by the court clerk.

County/Statewide Criminal Search – 10 Year Search

A 10-year search, where available, of a local state court or a statewide court or police repository for all available felony and misdemeanor records including convictions, deferred records, pending records, failure to appear and warrant information (as allowed by state and federal law).

As a standard operating procedure, Orange Tree completes a Statewide Criminal Records Search instead of a County Criminal Search in the following states: Alabama, Alaska, Colorado, Connecticut, Georgia, Hawaii, Iowa, Maryland, Missouri, Montana, North Carolina, New Jersey, New York, Oregon, South Carolina, South Dakota, Washington, Wisconsin.

Statewide Criminal Search - 10 Year Search

A 10-year search, where available, of a statewide court system or police repository for all available felony and misdemeanor records including convictions, deferred records, pending records, failure to appear and warrant information (as allowed by state and federal law). Statewide Criminal Records Searches are done on an “as available” basis as not all states have a publicly accessible repository, provide timely access or full and accurate records.

Federal Criminal Search - 10 Year Search

A 10-year search, where available, of the of a federal criminal court using the same online repositories utilized by the federal court clerks.

Exhibit C: Product Definitions

County and Federal Civil Court Records Searches - 10 Year Search

A 10-year, where available, search of a Civil court to identify lawsuits, judgments, tax liens or federal civil bankruptcy filings, depending on the type of service being run (County Civil Records Search vs. Federal Civil Records Search). Orange Tree offers clients two different Civil Court Records Searches: County and Federal. These compile records from the applicable county/federal courthouse or by the same repository utilized by the court clerk.

Office of Inspector General List of Excluded Individuals/Entities

The List of Excluded Individuals/Entities (LEIE) is a database of individuals and entities that are not allowed to receive payment by specified federal healthcare programs (including but not limited to Medicare and Medicaid). The basis for an individual or entity to be included in the LEIE list include but are not limited to: program-related fraud, patient abuse, some licensing board actions, default on Health Education Assistance loans. The LEIE is maintained by the US Department of Health and Human Services (HHS), Office of Inspector General (OIG).

✓ This service is available for monitoring or rechecks.

General Services Administration Excluded Parties List

The Excluded Parties List System (EPLS) is a single comprehensive list of individuals and firms excluded by federal government agencies from receiving federal contracts or federally approved subcontracts, and from certain types of federal financial and non-financial assistance benefits. The EPLS is maintained by the System for Award Management (SAM) site of the federal government.

✓ This service is available for monitoring or rechecks.

Fraud and Abuse Control Information System®

The Fraud and Abuse Control Information System (FACIS®) is a proprietary database that consists of publicly available records of sanctions and adverse actions taken in the healthcare field. Companies and organizations in the healthcare industry have specific obligations regarding compliance with state and federal regulations on hiring.

✓ These services are available for monitoring or rechecks.

FACIS M®: This search includes information contained in the FACIS® as well as state specific Medicare and Medicaid data where available.

FACIS 3®: The FACIS Level 3 search includes information contained in the FACIS®, the FACIS M®, and records contained in the database for all state sources.

Adult Abuse

The Adult Abuse Search is a publicly available list of individuals who have been charged with actions against an adult within that state. Not all states allow access to this information and the states that do allow may require specific guidelines and/or special forms to be obtained prior to dissemination of any information.

Child Abuse Registry

The Child Abuse Registry search is a search of publicly available list of individuals who have been charged with actions against a child within that state. Not all states allow access to this information and the states that do allow may require specific guidelines and/or special forms to be obtained prior to dissemination of any information.

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Texas EMR / DADS / NAP

The Employee Misconduct Registry (EMR) and Employability Status Check contain the following sources. Texas Nurse Aide Registry (NAR), Texas Medication Aide Registry, and the Texas Employee Misconduct Registry. The search is conducted through the Texas Department of Aging and Disability (DADS). The search will check for any adult misconduct as identified by DADS as well the status of any Nurse Aide or Medication Aide registration.

Department of Health and Human Services

The Department of Health and Human Services (DHHS) is a list which will vary by state. The DHHS may have authority over various health and human service licensing and registration occupations. Each state where available will be compiled of different sources and occupations in which they manage. Specifics of information and availability TBD based upon states needed.

Federal Drug Administration Debarment List

The Federal Drug Administration (FDA) Debarment List service searches the debarment list maintained by the US Food and Drug Administration (FDA). This search identifies individuals convicted of a felony under federal law for conduct relating to development or approval of any drug product or otherwise relating to any drug product under the federal Food, Drug and Cosmetic Act.

✓ This service is available for monitoring or rechecks.

Office of Foreign Asset Control, Specialty Designated Nationals List

The OFAC service searches the Specially Designated Nationals (SDN) List, maintained by the United States Department of Treasury, Office of Foreign Assets Control (OFAC). The SDN List includes individuals and companies owned, controlled by or acting for or on behalf of targeted countries. It also lists individuals, groups and entities such as terrorists and narcotics traffickers designated under programs that are not country-specific. Individuals and companies included on the SDN list have had their assets blocked and US persons are generally prohibited from employing or doing business with them.

✓ This service is available for monitoring or rechecks.

Global Terrorist Watch

The Global Terrorist Watch services searches for individuals on a proprietary database of more than 60 national and international watch lists, including but not limited to: terrorist and suspected terrorist watch lists, denied, debarred and blocked parties lists, wanted, fugitive and known criminal lists, and sanction and exclusion lists.

✓ This service is available for monitoring or rechecks.

World Watch

The World Watch services searches for individuals on a proprietary database of more than 1400 national and international watch lists, including but not limited to: terrorist and suspected terrorist watch lists, denied, debarred and blocked parties lists, wanted, fugitive and known criminal lists, and sanction and exclusion lists.

✓ This service is available for monitoring or rechecks.

World PEP

The World PEP services searches for Politically Exposed Persons on a proprietary database of more than 1000 national and international watch lists, including but not limited to: World Leaders List, Parliament Directory, World Statesman, Rulers and over 1,000 others to identify past subjects along with the most current and active individual lists.

✓ This service is available for monitoring or rechecks.

Exhibit C: Product Definitions

United States Department of State Terrorist Exclusion

The United States Department of State Terrorist Exclusion List (TEL) is a single comprehensive list of individuals and firms identified under Section 411 of the USA Patriot Act of 2001 where the Attorney General has designated organizations and individuals as terrorist organizations for immigration purposes.

Bureau of Industry and Security

The Bureau of Industry and Security – Entity List (BIS – Entity List) is a single comprehensive list of entities subject to license requirements for specified items under part 744 and 746 of the Export Administration Regulations (EAR). License requirements for these entities include exports, reexports, and transfers (in-country) unless otherwise stated.

Federal Reserve Board of Governors

The Federal Reserve Board of Governors (FBR) is a single comprehensive list of individuals and firms including but not limited to, member banks, holding companies, Edge Act and agreement corporations, foreign banking organizations, Officers, directors, employees and certain other individuals or entities associated with any of the above, where formal enforcement actions were taking. Formal enforcement actions include cease and desist orders, written agreements, prompt corrective action directors, removal and prohibition orders, and orders assessing civil money penalties.

Federal Trade Commission Banned Debt Collectors

The Federal Trade Commission Banned Debt Collections (FTC) is a single comprehensive list of individuals and firms banned, by federal court orders, from participating in the business of debt collection. Available information may include information about the lawsuit that resulted in the ban, including press releases and legal complaints the information might also list the federal court order that permanently prohibits the person or company from participating in the debt collection business.

Consumer Financial Protection Bureau

The Consumer Financial Protection Bureau (CFPB) is a single comprehensive list of enforcement actions taken by the CFPB against individuals and companies. The Bureau may enforce laws by filing an action in federal court or by initiating an administration adjudication proceeding.

United Nations Security Council Consolidated List

The United Nations Security Council Consolidated List (UNSCS) is a single comprehensive list of individuals and entities subject to measures imposed by the UN Security Council. The inclusion of all names on one Consolidated List is to facilitate the implementation of the measures, and neither implies that all names are listed under one regime, nor that the criteria for listing specific names are the same. For each instance where the Security Council has decided to impose measures in response to a threat, a Security Council Committee manages the sanctions regime. Each sanctions committee established by the United Nations Security Council therefore publishes the names of individuals and entities listed in relation to that committee as well as information concerning the specific measures that apply to each listed name.

European Union Restrictive Measuring List

The European Union Restrictive Measuring List (EUL) is a single comprehensive list of individuals and firms excluded by European Regulation Article (2)(3) on Regulation (EC) No. 2580/2001 on specific Restrictive Measures Directed Against Certain Persons and Entities with a view of combating terrorism.

Exhibit C: Product Definitions

Consolidated Screening List

The Consolidated Screening List (CSL) is a comprehensive list of the following government agencies:

Department of Commerce - Bureau of Industry and Security (BIS)

- Denied Persons List - Individuals and entities that have been denied export privileges. Any dealings with a party on this list that would violate the terms of its denial order are prohibited.
- Unverified List - End-users who BIS has been unable to verify in prior transactions. The presence of a party on this list in a transaction is a "Red Flag" that should be resolved before proceeding with the transaction.
- Entity List - Parties whose presence in a transaction can trigger a license requirement supplemental to those elsewhere in the Export Administration Regulations (EAR). The list specifies the license requirements and policy that apply to each listed party.

Department of State – Bureau of International Security and Non-proliferation

- Nonproliferation Sanctions - Parties that have been sanctioned under various statutes. The linked webpage is updated as appropriate, but the Federal Register is the only official and complete listing of nonproliferation sanctions determinations.

Department of State – Directorate of Defense Trade Controls

- Arms Export Control Act (AECA) - Entities and individuals prohibited from participating directly or indirectly in the export of defense articles, including technical data and defense services. Pursuant to the Arms Export Control Act (AECA) and the International Traffic in Arms Regulations (ITAR), the AECA Debarred List includes persons convicted in court of violating or conspiring to violate the AECA and subject to "statutory debarment" or persons established to have violated the AECA in an administrative proceeding and subject to "administrative debarment."

Department of the Treasury – Office of Foreign Assets Control

- Specially Designated Nationals List - Parties who may be prohibited from export transactions based on OFAC's regulations. The EAR requires a license for exports or reexports to any party in any entry on this list that contains any of the suffixes "SDGT", "SDT", "FTO", "IRAQ2" or "NPWMD".
- Foreign Sanctions and Evaders - Foreign individuals and entities determined to have violated, attempted to violate, conspired to violate, or caused a violation of U.S. sanctions on Syria or Iran, as well as foreign persons who have facilitated deceptive transactions for or on behalf of persons subject to U.S. Sanctions. Transactions by U.S. persons or within the United States involving Foreign Sanctions Evaders (FSEs) are prohibited.
- Sectoral Sanctions Identifications (SSI) - Individuals operating in sectors of the Russian economy with whom U.S. persons are prohibited from transacting in, providing financing for, or dealing in debt with a maturity of longer than 90 days.
- Palestinian Legislative Council (PCL) - Individuals of the PLC who were elected on the party slate of Hamas, or any other Foreign Terrorist Organization (FTO), Specially Designed Terrorist (SDT), or Specially Designated Global Terrorist (SDGT).
- Foreign Financial Institutions Subject to Part 561 - The Part 561 List includes the names of foreign financial Institutions that are subject to sanctions, certain prohibitions, or strict conditions before a U.S. company may do business with them.
- Persons Identified as Blocked (PIB) Solely pursuant to E.O. 13599 Treasury Department. - The PIB List includes persons identified by OFAC as meeting the definition of the term Government of Iran or the term Iranian financial institution as set forth in, respectively, sections 560.304 and 560.324 of the ITSR. Pursuant to Executive Order 13599, the property and interests in property of persons included on this list, as well as property such as vessels identified on this list, must be blocked if they are in or come within the United States or if they are in or come within the possession or control of a U.S. person, wherever located.

Exhibit C: Product Definitions

FMCSA Pre-Employment Screening Program (PSP Report)

A search of the Pre-Employment Screening Program System (PSP Report) – a federal clearinghouse and repository of commercial driver licensing most recent 5 years of crash data and the most recent 3 years of roadside inspection data from the FMCSA MCMIS database. MCMIS is a federal government database, which is different from the state data sources used to generate Motor Vehicle Records (MVRs). A PSP record displays the motor carrier for whom the driver was operating for at the time of the crash or inspection. It also shows the location and date that a crash or inspection occurred.

FMCSA Clearinghouse - Full

A full query of the FMCSA (Federal Motor Carrier Safety Administration) Clearinghouse, a database of records of drug and alcohol violations per FMCSA regulations, including positive drug or alcohol test results, test refusals, and return-to-duty (RTD) for CDL (Commercial Driver's License) holders. The Clearinghouse allows employers to identify drivers who are not legally permitted to operate commercial motor vehicles (CMVs) due to drug and alcohol program violations. The Full query service is required to be completed on newly hired CLD regulated drivers being hired into a Safety Sensitive position. Employer registry with the FMCSA Clearinghouse, and designation of Orange Tree as a TPA is required in order to complete this service on behalf of the employer.

FMCSA Clearinghouse - Limited

A limited query of the FMCSA (Federal Motor Carrier Safety Administration) Clearinghouse, a database of records of drug and alcohol violations per FMCSA regulations, including positive drug or alcohol test results, test refusals, and return-to-duty (RTD) for CDL (Commercial Driver's License) holders. The Limited query may be used by employers to fulfill their obligation to do an annual review of the Clearinghouse for a CDL driver in a Safety Sensitive position. If a record is located in the Limited query, a Full query is then required. Employer registry with the FMCSA Clearinghouse, and designation of Orange Tree as a TPA is required in order to complete this service on behalf of the employer.

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Verification Services (US)

Education Verification

Confirmation of the claimed degree, diploma (or GED) or certificate obtained or attended, as reported by the candidate. In addition, attendance dates, graduation date and major (or field of study) may be verified. At least three valid attempts are made. An attempt is valid when there is reason to believe the correct entity has been contacted.

For an additional fee:

- When the verification of your Candidate's degree, diploma or certificate is not successful, Orange Tree will contact the Candidate via email and request the Candidate produce valid documentation of the degree or diploma.
- When verification of education is not successful, Orange Tree will continue to make additional attempts (as defined by your business requirements during setup).

Employment Verification

Confirmation of claimed employment as reported by the candidate or as requested by the Client. In addition, employment dates, and title may be verified. As a standard practice, but at Client's option, Employment verification records are first requested from The Work Number® (Site Inspection Required), and results are reported for all present and past employments returned from The Work Number® within 7 years, pass-through fees apply. Employment not verified by The Work Number® are then verified through other legitimate means. At least four valid attempts are made. An attempt is valid when there is reason to believe the correct entity has been contacted.

This service excludes verification of self-employment or military employment.

For an additional fee:

- When verification of your Candidate's employment is not successful, Orange Tree will contact the Candidate via CandidateConnect to request the Candidate produce valid documentation of employment. The Client must provide criteria regarding what is acceptable documentation per your business requirements during setup.
- When verification of employment is not successful, Orange Tree will continue to make additional attempts (the number of additional attempts to be defined by Client business requirements during setup).
- When verification of employment is not successful, Orange Tree will contact the IRS for copy of the Candidate's W-2 form. A hand-signed special form from the Candidate is required and pass-through fees apply.

Military Employment Verification

Confirmation of claimed military employment as reported by the candidate. Military branch name and enlistment dates are required. At least four valid attempts to contact the employer are made. An attempt is valid when there is reason to believe the correct entity has been contacted.

Department of Transportation (DOT) / Transportation Employment Verification

The DOT/Transportation Employment Verification services verify information required by the Federal Motor Carrier Safety Administration (FMCSA) part 391 for driving positions and Department of Transportation (DOT) 49 CFR part 40 for safety-sensitive positions. These background check services require special hand-signed authorization/release forms from each former employer. The forms confirm prior driving history and previous drug and alcohol testing results. At least four valid attempts to contact the employer are made. An attempt is valid when there is reason to believe the correct entity has been contacted.

Exhibit C: Product Definitions

Per regulation, previous employers have 30 days to respond to these verification requests.

For an additional fee:

- When verification of employment is not successful, Orange Tree will continue to make additional attempts (as defined by your business requirements during setup).

Professional License Verification

Confirmation of claimed Professional License as reported by the candidate. The license issuing authority is contacted to verify the professional license status. When available, date of issuance and expiration are provided along with reportable disciplinary action on file. At least three valid attempts are made. An attempt is valid when there is reason to believe the correct entity has been contacted.

- ✓ This service is available for monitoring or rechecks.

Consumer Credit Reports

A Consumer Credit Report is an "Employment" credit report from one of the major credit bureaus. The report may include information on the following: current/past trade accounts, current/past lines of credit, bankruptcy, accounts in collection, payment history, addresses and names associated with the consumer, other inquiries into the Candidate's credit history, limited information about the consumer's employment history. An "Employment" credit report does not include a credit score. An employer's use of credit information for employment is subject to applicable state law limitations.

Driving History

Validation of the driver's license number provided by the candidate, as well as driving history in the state of issue. Information varies state by state, but generally includes violations in the last three years and confirmation of the name on the license, issue date, expiration date and class of license. Note that special forms may be required.

- ✓ This service is available for monitoring or rechecks.

Commercial Driver's License (CDLIS)

A search of the Commercial Driver's License Information System (CDLIS) – a federal clearinghouse and repository of commercial driver licensing data which retains records of a driver's current commercial license and up to three previous licenses. S CDLIS search will not return the actual driving records or suspensions of your Candidate, but rather the state in which they currently have a commercial license and up to three previous licenses.

Professional Reference - Online

Professional References provided by the candidate are contacted. Reference email address is required. Up to 10 questions. At least three valid electronic automated attempts are made to contact the reference provider. An attempt is valid when there is reason to believe the correct individual has been contacted.

Social Media Search

A search and analysis of the candidate's public social media posts including text and images on popular social media sites to identify undesirable online behavior.

Media Search

A search of periodicals, news and other non-social media online sources to report information published in the public domain by or regarding the candidate. The scope of a media search includes information returned from a name search on US based public web sites. The number of sources and the amount of information found will vary by search.

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Post Hire Services (US)

Electronic I-9 Verification

The Electronic I-9 portion of this service provides a simple, compliant solution for managing your I-9 forms efficiently and securely. Our preferred partner online platform allows you to transition from a paper to a digital I-9 process, lending to improved organization and ease-of-management. The interface creates an online electronic I-9 form or serves as a repository for your hard copy I-9 forms, which can be easily uploaded directly to the site.

The online I-9 form includes electronic signatures of the authorized representative, preparer (where appropriate), new employee and may replace the paper form altogether. All information (whether using the electronic I-9 form or uploading images of your paper forms) is stored on the partner website for quick, easy access.

E-Verify / Electronic I-9 (priced as one service)

In addition to I-9 form maintenance, this service facilitates increasingly-common state mandated employment eligibility verification. Eligibility-to-work status is completed through E-Verify, the Department of Homeland Security's (DHS) system. When completing this service, data collected on the electronic I-9 form is automatically submitted to E-Verify. Eligibility to work status is then returned in real-time on the partner web site and includes an intuitive work flow to manage the tentative non-confirmation process when required.

Consent Based Social Security Verification

A Consent Based Social Security Verification (CBSV) verifies that the social security number holders name, date of birth and social security number directly match the Social Security Administration's (SSA) records. A CBSV return a match of 'Yes' or "No" from the SSA. Results also search the death index and whether the social security number holder has been reported deceased. While the CBSV does not verify an individual's identity it is a strong starting point when matching identity to personal information supplied. A special form is required for this verification.

Exhibit C: Product Definitions

International Screening Services

International Criminal History

The International Criminal History service is available in over 200 countries. The searches are conducted in the best available legal source of the requested country. The number of years searched, the source searched and what can be reported vary by country. The scope of the International Criminal History check is defined during setup. Additional information or forms may be required.

International Credit Report

An International Credit Report is a credit report from one of the major international credit bureaus. The report and availability will vary by country but may include some of the following: current/past trade accounts, current/past lines of credit, public records (bankruptcy and tax liens), accounts in collection, payment history, addresses and names associated with the consumer, other inquiries into the Candidate's credit history, limited information about the consumer's employment history. An employer's use of credit information for employment is subject to applicable country law limitations. This service is not available in all countries as availability and access vary by country.

International Education Verification

The International Education Verification service verifies the degree or diploma and the dates of attendance or graduation at an international institution provided by the Candidate. The scope of the International Education Verification is defined during setup. Additional information or forms may be required. The most common identifiers used to verify education history are: name used while attending; dates of attendance; graduation date or graduation month and year; type of degree, date of birth, copy of the degree or diploma. At least three valid attempts are made. An attempt is valid when there is reason to believe the correct entity has been contacted.

International Employment Verification

The Employment Verification service verifies the information provided by the Candidate regarding their employment history. Typical areas verified include dates of employment and position/title. The scope of the International Employment Verification is defined during setup. Additional information or forms may be required. At least four valid attempts are made. An attempt is valid when there is reason to believe the correct entity has been contacted. This service excludes verification of self-employment or military employment.

International Driving Verification

Validation of the driver's license number provided by the candidate, and possibly driving history in the country of issue. Information and availability varies country by country, and may include validation of license, status, violations, and confirmation of the name on the license, issue date, expiration date and class of license. Note that special forms may be required. This service is not available in all countries.

International Professional License Verification

Confirmation of claimed Professional License as reported by the candidate. The license issuing authority is contacted to verify the professional license status. When available, date of issuance and expiration are provided along with reportable disciplinary action on file. This service is not available in all countries as availability and access can vary by country and license type.

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International Media Search

A search of periodicals, news and other non-social media online sources to report information published in the public domain by or regarding the candidate. The scope of a media search includes information returned from a name search of in country based public web sites for the identified country. The number of sources and the amount of information found will vary by search.

Specialty Services

HireGuide™

The HireGuide™ service is designed to normalize the adjudication process for employers, particularly those with multiple locations, centralized or de-centralized teams. This service helps create efficiencies when a candidate's report is clear and identify to the client when a report requires additional review. HireGuide™ supports regular application of decision criteria within job groups, building consistency into the hiring process.

During implementation, Orange Tree will work with you to create a "rules engine", customizing HireGuide™ to your company's hiring matrix and employment policies. Upon completion of the background check, Orange Tree will compare your HireGuide™ matrix to the results of each report and provide a HireGuide™ result in line with your policy.

✓ This service is available to be added to any monitoring or rechecks product.

Adverse Action Letters

If elected, OTES will configure pre-adverse and final adverse action letters to comply with your policy. The service includes mailing or making available for download the pre-adverse action letter along with copies of the Candidate's consumer report and all applicable "Summary of Rights" documents (federal and state). After a prescribed waiting period, if the Candidate has not disputed the contents of their consumer report, Orange Tree will mail or make available for download the final adverse action letter to the Candidate along with all applicable "Summary of Rights" documents (federal and state). A copy of each letter is attached to the Candidate profile and viewable on the Orange Tree online portal.

Candidate copy requests

A Candidate copy of the background report is made available for download or mailed to the Candidate, upon request.

Fingerprint Task Service

The fingerprint task service is a custom service that provides your candidate the needed links/paperwork and details per your company policy to assist in your fingerprint process. This task can be setup with reminders to complete the needed registration or fingerprint collection and provide back information including a confirmation number, date and time of scheduled event and it can accept an upload such as a receipt or confirmation of completion. Service does not submit or receive any criminal history information from a state or federal agency.

Exhibit C: Product Definitions

Drug and Alcohol Testing Services

Orange Tree's Occupational Health Screening Partners

Orange Tree partners with leading occupational health and drug testing companies. The drug testing labs we partner with including Quest Diagnostics and Alere (provided by eScreen) – are certified by the US Department of Health and Human Services under the National Laboratory Certification Program.

Lab Based Drug Screen

The Urine Drug Screen may include a standard 5, 7, 9 or 10-panel urine drug test, collected and tested by one of our partner collection site and lab partners. Requests for expanded panels are typically able to be accommodated for an additional fee.

Urine Drug Screen service includes automated facilitation of the urine sample collection at one of the partner's collection sites, shipment of the urine sample to the laboratory, any Medical Review Officer (MRO) services (if applicable) and result reporting.

Hair Drug Screen service includes automated facilitation of the hair sample collection at one of the partner's collection sites, shipment of the hair sample to the laboratory, any Medical Review Officer (MRO) services (if applicable) and result reporting.

Saliva (or Oral Fluid) Drug Screen service includes facilitation of the saliva specimen collection by providing kits to the client DER (or for an additional fee, by manually locating a collection site at one of the partner's collection sites) for the saliva sample collection, shipment of the sample to the laboratory, any Medical Review Officer (MRO) services (if applicable) and result reporting.

For an additional fee:

- Orange Tree will manually register your applicant for a drug test using an online registration process provided by one of our national collection site network partners. Any drug test request that does not go through the automated facilitation process is subject to this fee.

eCup / xCup / Instant Urine Drug Screen

The eCup and xCup are "smart" cup options that offers rapid, under-seal screening, requiring no human intervention or interpretation. These services are offered by Orange Tree partner eScreen/Alere. The eCup is a 5-panel urine drug screen and the xCup can be configured for panel options including 6, 7, 8, 9 or 10-panel urine drug screen. These services include automated facilitation of the urine sample collection at participating eScreen eCup/xCup installed collection site, shipment of presumptive non-negative samples to the laboratory, any MRO services (if applicable) and result reporting. Please consult local laws and legal counsel for state by state laws and restrictions with any instant product.

For an additional fee:

- Orange Tree will manually register your applicant for a drug test using an online registration process provided by one of our national collection site network partners. Any drug test request that does not go through the automated facilitation process is subject to this fee.

Exhibit C: Product Definitions

Random Drug Testing Program

The Random Drug Testing Program service includes administration of the client's random drug testing selection process and notification to the client DER of selected individuals.

DOT Federally Regulated Urine Drug Screen

The DOT Federally Regulated Urine Drug Screen includes automated facilitation of the urine sample collection at a DOT certified partner collection sites shipment of the urine sample to an authorized laboratory, any Medical Review Officer (MRO) services (if applicable) and result reporting. The process is completed in accordance with DOT regulation.

For an additional fee:

- Orange Tree will manually register your applicant for a drug test using an online registration process provided by one of our national collection site network partners. Any drug test request that does not go through the automated facilitation process is subject to this fee.

DOT Federally Regulated Random Drug Testing Program

The DOT Federally Regulated Random Drug Testing Program service includes administration of the client's random drug testing selection process and notification to the Client DER of selected individuals. This administration is completed in accordance with DOT regulation.

Breath Alcohol Test (BAT)

A Breath Alcohol Test determines how much alcohol is in an individual's blood. The test measures the amount of alcohol in the air you breath out (exhale). Please consult local laws and legal counsel for state by state laws and restrictions with any instant product.

Instant Drug Testing Device

Please consult local laws and legal counsel for state by state laws and restrictions with any instant product.

Instant oral fluid device (a 6, 8, 9 or 10-panel device)

Instant urine device (an 8, 9, 11, and 12-panel device).

For an additional fee:

- Shipment of presumptive non-negative samples to a partner laboratory, any MRO services (if applicable) and result reporting.

Instant Alcohol Test Kit

Please consult local laws and legal counsel for state by state laws and restrictions with any instant product.

QED: The QED test kit provides a quantitative result in less than 5 minutes. With a thermometer-like reading it utilizes a scale from 0 - .15. A swab is placed into the donor's mouth, the swab is then inserted into the test device and the scale is read.

ALCO: The Alco test strips offer a quick yes/no solution is under 2 minutes. With the Alco test, the donor spits into a cup and the test strip is dipped into the saliva, results are ready in minutes.

Exhibit C: Product Definitions

Occupational Health Services

Occupational Health Screening

Orange Tree partners with Alere (provided by eScreen) for Occupational Health services. Please consult federal and local laws and legal counsel for Occupational Health services related to employment.

Scheduling Service

The eScreen Scheduling team assist with all occupational services by calling the clinic to confirm that all requested services are available to be performed at the scheduled time and location. This service is **required** for most Occupational Health Services.

Physicals (DOT and Non-DOT)

Physical exams can be performed using eScreen's digital exam software, ePhysical®. This streamlined process is designed to help you manage your exam site and deliver faster, secure and more efficient online reports to employers. If the exam is for a regulated employer, it is completed in accordance with Department of Transportation federal regulations. As a service to our clinics, eScreen will report DOT physicals which are completed using the ePhysical tool to the National Registry of Certified Medical Examiners (NRCME). A DOT look-alike physical exam may also be performed for a non-DOT employee. The exam follows the DOT regulations for a physical exam even though it is for a non-regulated employee.

Tuberculosis (TB) Test

Purified Protein Derivative (PPD). The PPD skin test involves two steps: the injection of a small amount of purified protein derivative (PPD) solution under the first layer of skin of the forearm and an evaluation of the injection site conducted by the clinic at 48 and/or 72 hours to see if a local skin reaction has occurred. If follow up is not made within prescribed window 48/72 hrs. Step one must be resubmitted. If TB Test is positive, or the person has had a positive TB test in the past, a chest X-ray will be done to determine if the person is contagious based on a normal/abnormal X-ray result.

TB 2-step test: The 2-step test detects individuals with past TB infection who now have diminished skin test reactivity. Visit day 1: PPD antigen is applied under the skin. Visit day 3: PPD test is read. If first test is positive, a chest X-ray and evaluation is necessary. Visit day 7: 2nd PPD skin test is applied to those individuals whose first TB test was negative. Visit day 9: 2nd test is read. Positive 2nd test indicates TB infection in the distant past. A chest X-ray would then be needed for further evaluation.

TB blood tests (T-Spot): A blood sample is taken to determine if the individual is infected with TB bacteria. The tests measure the response of TB proteins when they are mixed with a small amount of blood. Only one visit is required to draw blood for the T-Spot test. Samples should not be collected on Saturday or Sunday or after courier pickup as occurred. The samples must be sent to the lab same day.

Vaccination

Hepatitis A vaccine is a vaccine used to prevent an infection of the hepatitis A virus. Two doses of the vaccine are needed for lasting protection. These doses should be given at least 6 months apart. Hepatitis A vaccine may be given at the same time as other vaccines

Exhibit C: Product Definitions

Hepatitis B vaccine is a vaccine used to prevent an infection of the hepatitis B virus. This immunization vaccine is administered in a series of three vaccines—with the second dose given 4 weeks after the first and the third dose 5 months after the second.

MMR vaccine is a vaccine use to prevent measles, mumps and rubella (also called German measles) infections.

Tdap vaccine can protect adolescents and adults from tetanus, diphtheria, and pertussis.

Varicella vaccine is a live (attenuated) vaccine that protects against the viral diseases commonly known as chickenpox, Herpes zoster, and Postherpetic neuralgia.

Titers

A laboratory test to measure the presence and amount of antibodies in blood to determine immunity from a disease.

MMR
Varicella
Hepatitis A
Hepatitis B

Audiogram - Baseline

An audiogram is a standard way of measuring a person's hearing. Most audiograms cover a range 100 Hz to 8000 Hz (8 kHz), which encompasses the fundamental sounds of speech. The audiograms plot the threshold of hearing relative to a standardized curve that represents 'normal' hearing, in dB(HL). Audiograms are produced using test equipment called an audiometer, that presents different frequencies to the subject, usually over calibrated headphones, at any specified level. The levels are, however, not absolute, but weighted with frequency relative to a standard graph known as the minimum audibility curve, which is intended to represent 'normal' hearing.

OSHA Respirator Questionnaire

When OSHA requires a respirator, the employee must fill out a questionnaire as part of the medical evaluation to determine if the employee is physically/psychologically able to wear a respirator. The questionnaire content is mandated by the OSHA respiratory protection standard (1910.134) and must be reviewed by a Physician or Licensed Health Care Professional (PLHCP). Based on the questionnaire responses, the PLHCP may require additional testing including a physical exam, chest X-ray, EKG or pulmonary function test (PFT), to clear an employee for respirator use.

Pulmonary Function Test

Pulmonary function tests measure how well the lungs take in and release air and how well they move gases such as oxygen from the atmosphere into the body's circulation. In a spirometry test, you breathe into a mouthpiece that is connected to an instrument called a spirometer. The spirometer records the amount and the rate of air that you breathe in and out over a period of time. For some of the test measurements, you can breathe normally and quietly. Other tests require forced inhalation or exhalation after a deep breath.

Respirator Fit Test, Qualitative

The qualitative test is a pass/fail test relying on the subject's voluntary or involuntary response to a challenge agent; i.e., taste, smell, or irritation. This test is suitable when workers will wear a respirator with a fit factor less than 10,000.

Exhibit C: Product Definitions

Respirator Fit Test, Quantitative

The quantitative respirator fit test measures the challenge agent leakage into the respirator without dependence on a test subject's voluntary or involuntary response to the challenge agent. The instrumentation is typically capable of measuring fit factors of 10,000 and higher. Respirators that require a fit factor above 100 must be fit tested using the quantitative (QNFT) test method.

Lift Tests\Back Evaluation

The Kraus-Weber (K-W) Test of Minimum Muscular Fitness has six components. This test measures several large muscle groups for flexibility and strength. The higher the degree of test rating, the greater presumably the muscular function of the body.

Lift Test – 50 pounds – The ability to lift a weight of 50 pounds.

List Test – 75 pounds - The ability to lift a weight of 50 pounds.

Vision

Ishihara Color Test measures red-green color deficiencies. The test was named after its designer, Dr. Shinobu Ishihara, a professor at the University of Tokyo, who first published his results in 1917. The test consists of a number of colored plates, called Ishihara plates, each of which contains dots appearing randomized in color and size. Within the pattern, the dots form a number visible to those with normal color vision and invisible, or difficult to see, for those with a red-green color vision defect. The full test consists of 38 plates, but the existence of a deficiency is usually clear after a few plates. Testing the first 24 plates gives a more accurate diagnosis of the severity of the color vision defect.

Jaeger's Vision Test uses printed letters of different sizes to test the acuity of near vision.

Sellen Vision Test uses a Snellen chart. A Snellen chart is an eye chart used by eye care professionals and others to measure visual acuity. The traditional Snellen chart is printed with eleven lines of block letters. The first line consists of one very large letter, which may be one of several letters, for example E, H, or N. Subsequent rows have increasing numbers of letters that decrease in size. A person taking the test covers one eye, and reads aloud the letters of each row, beginning at the top. The smallest row that can be read accurately indicates the visual acuity in that eye.

Titmus Vision Screener Tests for Acuity (Near-14 inches and Far-20 feet), Depth Perception, Color Perception, Muscle Balance (Lateral and Vertical Phoria), Horizontal Visual Fields (Peripheral vision of 130 degrees in each eye) in one lightweight, compact and easy-to-use instrument. The Titmus Vision Screener can also screen for visual acuity at Intermediate Distances (40, 32, 26, 22 and 19 inches).

Biometric Screening

Body Metrics Screening - Measurement of specified criteria for wellness program participation and/or employer criteria for specific job functions. The clinician will perform the indicated services and record the results. These results are noted in a medical review for adherence to federal guidelines and/or job specific requirements.

Wellness Screen - Lipid Panel plus Glucose

EKG - a transthoracic interpretation of the electrical activity of the heart over time captured and externally recorded by skin electrodes. It is a noninvasive recording produced by an electrocardiographic device.

Exhibit C: Product Definitions

Anthropometric Size Restrictions – Clinician performs multiple size measurements, i.e. weight, chest circumference, waist circumference, etc. per client specific instructions to ensure the employee meets the size requirements for an employer specific vehicle.

Chest X-Ray

1 view - A chest radiograph, commonly called a chest X-ray (CXR), is a projection radiograph of the chest used to diagnose conditions affecting the chest, its contents, and nearby structures. Chest radiographs are among the most common films taken, serving as a diagnostic of many conditions. They may be taken in different views depending on the presenting symptoms. This is a commonly ordered X-ray used to clear a person with a positive PPD/TB skin test. 1 view is PA (posteroanterior).

2 view - A chest radiograph, commonly called a chest X-ray (CXR), is a projection radiograph of the chest used to diagnose conditions affecting the chest, its contents, and nearby structures. Chest radiographs are among the most common films taken, serving as a diagnostic of many conditions. They may be taken in different views depending on the presenting symptoms. This is a commonly ordered X-ray to clear a person with a positive PPD/TB skin test. 2 view is PA/Lateral (posteroanterior/lateral).

Other Occupational Health Services:

Comprehensive Metabolic Panel - a panel of blood tests which serves as an initial broad medical screening tool. The CMP provides a rough check of kidney function, liver function, diabetic and parathyroid status, and electrolyte and fluid balance

CBC with Differential - CBC stands for complete blood count. This is a lab test that counts the different formed elements- red and white blood cells and platelets.

Lipid Profile - part of a cardiac risk assessment to help determine an individual's risk of heart disease.

Blood Draw - Used to support other occupational health services including but not limited to – Titers, T-Spot, Metabolic Panel and CBC tests. This service is in addition to the testing process.