IMPORTANT RECRUITING ALERT

We are aware that an individual using the name Dr. Morgan Phillips is posing as Kimberly-Clark’s Head of Employee Relations offering false employment opportunities to people. The imposter emails an individual who has posted their resume on a job search website (such as Monster.com or TimesJobs.com) asking them to answer several questions (including full name, current location, nationality, current employer and salary) and to resend their CV/resume before they email them an offer of employment.

It is important to note Kimberly-Clark does not present offers in the following ways:

- Kimberly-Clark does NOT just screen an applicant via email and present an offer
- Kimberly-Clark does NOT pay employees via bank transfers or checks
- Kimberly-Clark does NOT send checks or ask for money transfers or payments from applicants to secure a job or cover expenses for a home office, either as an employee or as a contractor

We are very concerned with anyone who misrepresents themselves as an agent or employee of Kimberly-Clark, and we are cooperating with the proper authorities to stop this fraud.

Please read the following information below for more information about recruitment fraud including how to identify it and actions to take. If you believe you have been contacted by an imposter Kimberly-Clark recruiter, please contact the Kimberly-Clark HR Contact Center 1 (866) 444-4516 or support@kchrcontact.com.

What is Recruitment fraud?

Recruitment fraud is where imposters offer fake job opportunities to job seekers. This is normally done online through job search websites (such as Monster.com), fake websites, unsolicited e-mails, or bogus company email addresses. Imposter recruiters often request recipients to provide personal information, make payments, or offer to send checks as part of their fake recruiting process. Kimberly-Clark does not send checks or ask for money transfers or payments from applicants to secure a job, either as an employee or as a contractor.

How to identify Recruitment fraud

- Imposter recruiters offer to send you a check to set up a home office in return for your banking number, or solicit copies of statements as a way to confirm the deposit was made
- There is an early request for personal information such as address details, date of birth, CV, passport details, bank details etc.
- Candidates are requested to contact other companies/individuals such as lawyers, bank officials, travel agencies, courier companies, visa/immigration processing agencies etc.
- E-mail correspondence is often sent from (or to) free web-based e-mail accounts such as Yahoo.com, Yahoo.co.uk, Gmail.com, Googlemail.com, Live.com etc.
- Imposter recruiter uses a telephone number beginning with +44(0)70 instead of official company numbers.

What should You do?

- To report a suspected fraud, please contact the Kimberly-Clark HR Contact Center 1 (866) 444-4516 or support@kchrcontact.com.
Please be prepared to provide as much supporting information of the correspondence you have had with the imposter recruiter. Other helpful information to provide includes:

- Complete copy of the email
  - Please include the complete, unedited content of the email message. Do not change or edit the message in any way.
  - Save messages from the imposter for further investigation if necessary
- Copy of any email addresses or URLs of any web sites which you believe to be bogus or fraudulent
- Any additional supporting information of the correspondence you have had
- We would advise you to contact your local police and provide them with all information you may have from the senders

**What You Should NOT Do**

- Do NOT accept checks or send any money. Kimberly-Clark does not send checks or ask for money transfers or payments from applicants to secure a job, either as an employee or as a contractor
- Do NOT disclose your personal or financial details to anyone you do not know
- Do NOT respond to unsolicited business propositions and/or offers of employment from people with whom you are unfamiliar
- Do NOT communicate further with imposter recruiters if you believe the communications may be fraudulent