

Protecting Yourself Against Recruiting Scams

In recent years, online recruitment scams have increased in frequency, impacting both applicants and employers. To help protect yourself against potential scammers, please note the following recruitment practices employed by Kimberly-Clark:

- Kimberly-Clark requires that applicants apply directly through the career [portal](#) on our Careers website before any interviews take place. This website is a location where applicants can securely complete an online application, upload a resume, and submit other relevant application materials.
- Kimberly-Clark screens applicants through a combination of over-the-phone, video and in-person meetings.
- Kimberly-Clark will never ask a candidate for payment of any kind as part of the hiring or onboarding process. Likewise, Kimberly-Clark will never send checks to applicants to secure a job or cover expenses for a home office, either as an employee or contractor.
- Kimberly-Clark will not request an applicant to share sensitive personal information, such as a government identification number, over the phone or by email until a formal written offer letter is signed by the applicant.

Tips on How to Identify Recruitment Fraud

- Imposter recruiters often offer to send a check to set up a home office in return for a job seeker's banking number or solicit copies of statements as a way to confirm the deposit was made.
- Imposter recruiters often request personal information such as address details, date of birth, CV, passport details, or bank details at the early stages of the recruitment process.
- Imposter recruiters often request job applicants to contact other companies/individuals such as lawyers, bank officials, travel agencies, courier companies, or visa/immigration processing agencies.
- Imposter recruiters often correspond through free web-based email accounts such as Yahoo.com, Yahoo.co.uk, Gmail.com, Googlemail.com, and Live.com.
- Imposter recruiters often use a telephone number beginning with +44(0)70 instead of official company numbers or request interviews to be conducted through services such as Google Hangouts.

Take Action if You Suspect Recruitment Fraud

- If you suspect recruitment fraud, do not communicate further with the imposter recruiter and do not provide sensitive personal information.
- Contact the Kimberly-Clark Helpline at 1-844-KCHELP1 (1-844-524-3571) or KCHelpLine@kcc.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 in question. Do not change or edit the message in any way.
 - Save messages from the perpetrator 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.