

30 July, 2020

## Notice on Recruitment Fraud

Recruitment fraud from groups or individuals may be sent in a variety of formats, including e-mail, text, Facebook messenger and letter.

Most often, an e-mail is sent offering employment. These e-mails often look legitimate and will include details of the supposed employment offer, such as a job description, salary, and benefits. These offers often request payment from prospective employees to obtain office supplies or documents. You may be referred to an organization that requests fees for processing the documents. In some cases you may be told you will be reimbursed for all the costs.

Please be vigilant to fraudulent activity if you receive a communication or e-mail regarding potential employment.

**Please do not send money or pass any personal details to anyone suggesting they can provide employment.** If you have applied for a position through a legitimate channel, the information needed will be on file.

If you are unsure a communication you have received is genuine, please review the guidance below:

- Job offers are never made without performing a formal interview process.
- Prospective employees are always invited to an interview with personnel before any offer of employment is made. The location of the interview is always provided to candidates either by phone, or e-mail from a verifiable e-mail account.
- **Do not send money or share any banking information.** No money transfers or payments of any kind will ever be requested as part of the recruitment process, for immigration documents, insurance, or any other purpose.

Should you believe you have received a fraudulent communication, please forward it to: [eoec@carboceramics.com](mailto:eoec@carboceramics.com).