

A background image showing several soldiers in military uniforms and helmets, some holding rifles, in a field setting.

FORM I-9: EMPLOYMENT ELIGIBILITY VERIFICATION

Another step in completing the onboarding process at Winchester is completing the I-9 process. Federal law requires employers to verify that employees have the legal right to work in the U.S. All new employees are required to complete Form I-9, Employment Eligibility Verification.

Therefore, as a prospective new Olin-Winchester employee, you will need to complete and submit Form I-9 and provide specific documentation. Here's what you need to know:

Step 1: Complete the form

Olin-Winchester will use the firm Hire Right to collect needed information about you electronically. The information requested includes your Social Security number and will be sent to the Department of Homeland Security to verify and confirm you are authorized to work in the U.S. To learn more about why this information is needed, refer to the E-Verify website: <https://www.e-verify.gov/>.

Hire Right will send you an email the week of July 13. **The link in this email is personalized and specific to you so you should not forward it to anyone.** Click the link in the email and follow the prompts to complete Section 1 of Form I-9. If you have an issue with your personal link, please contact Hire Right at customerservice@hireright.com or **866-521-6995**.

ACTION REQUIRED: Electronically sign and submit the form by Sunday, July 26.

Step 2: Provide documentation to prove your identity and legal right to work

Step 1 must be completed electronically. However, Olin-Winchester is obligated by law to review documents that verify your identity, citizenship and/or authorization to work in the U.S. You will need to begin collecting these documents and bring the document or documents to the facility for review. You will not have to leave the document with us nor make any copies. **You do not need to have these documents ready to complete Step 1. You should complete Step 1 as soon as possible but no later than Sunday, July 26 and then gather the documentation for Step 2.**

If possible, choose a document from List A. If you provide the documents on List A, which show both identity and employment authorization, you won't need to present any other documents. Some List A documents are a combination of two or more documents. In these cases, the documents count as one List A document.

The List B documents only establish identity and the documents on List C only establish employment authorization. If you do not present a List A document, you must present one unexpired List B document AND one unexpired List C document. Expired documents aren't acceptable.

| Form I-9 Acceptable Documents | | |
|---|---|--|
| List A | List B (provided with a List C document) | List C (provided with a List B document) |
| <ul style="list-style-type: none"> • U.S. Passport or U.S. Passport Card • Permanent Resident Card or Alien Registration Receipt Card (Form I-551) • Employment Authorization Document Card (Form I-766) • Foreign passport with Form I-94 or Form I-94A with Arrival-Departure Record, and containing an endorsement to work • Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A • Foreign passport containing a Form I-551 stamp or Form I-551 printed notation | <ul style="list-style-type: none"> • Driver's License • ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address • School ID card with a photograph • Voter registration card • U.S. military card or draft record • Military dependent's ID card • U.S. Coast Guard Merchant Mariner Document (MMD) card • Native American tribal document | <ul style="list-style-type: none"> • U.S. Social Security account number card that is unrestricted • Consular Report of Birth Abroad (Form FS-240) • Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545) • Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350) • Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying territory of the United States bearing an official seal • Native American tribal document • U.S. Citizen ID Card (Form I-197) • Identification Card for Use of Resident Citizen in the United States (Form I-179) • Employment authorization document issued by the Department of Homeland Security (DHS) |

Don't have the required documentation? If you don't have any of the acceptable documents, now is the time to get them! You have until early August to gather the required documentation before you will be asked to provide them for review.

What's next?

You will be asked to complete the online form during a specific time period starting the week of July 13, when Hire Right will send you an email, through July 26. In the meantime, you can start to gather the appropriate documents you will need. You will receive a communication in late July with more details about when and where to bring documents to the site.

This process is mandated by Federal law. All prospective employees must complete the process to finish the hiring process for Olin-Winchester. Everyone who is a prospective employee that completes the process will have a report to work date of October 1, 2020.

If you have a question about Form I-9, the documentation you need or the process to complete it, stop by the B3 Mez area and speak with a member of the Winchester HR team.

Note: Initiating the Form I-9 process does not constitute an employment contract. Your offer of employment with Olin-Winchester remains conditional.