



Ascendis Pharma, Inc. Background Check Policy

Purpose of Policy

Ascendis Pharma, Inc. (“Company”) conducts employment background checks as a condition of employment with the Company to promote a safe and productive work environment. The background check guidelines outlined in this policy will ensure appropriate information about a candidate’s criminal record, employment history, education, drug screening, sanction screening, certifications/licensing, and, in some cases, credit history and motor vehicle records (“MVRs”). This policy will assist in making prudent employment decisions confirming the qualifications and suitability of the candidate for the particular position for which the candidate is being considered and who are best able to serve the Company.

The Company will conduct all background checks in accordance with the Fair Credit Reporting Act (FCRA), other applicable federal and state laws, and Company procedures.

Scope

This policy applies to all full-time and part-time US external candidates (including rehires) who have been extended and accepted (verbally or written) an offer of employment with the Company. It also applies to current employees whose current role or change in job duties requires completion of a background check to satisfy vendor credentialing requirements or otherwise at the Company’s discretion. Background checks will be conducted after a conditional offer has been extended but prior to hiring a person into the position.

Guidelines & Process for Background Checks

Candidates shall be made aware of the background check procedures during the application process. Once the candidate has accepted an offer for employment with the Company, the HR representative will initiate the background check process. The vendor will provide the candidate with the applicable disclosure(s) and obtain a signed authorization allowing the background check.

Background Check Standards

Depending on the nature of the position, one or more types of the following background checks will be conducted. A Standard Package will include the following:

Type	Purpose
Criminal Records (County and State Criminal Felony and Misdemeanor, National Criminal Database, and Federal Criminal)	To identify past instances of criminal felonies and misdemeanors.
National Sex Offender and Violent Abuse Registry Search	To determine if a candidate has been included in any state sexual offender registry.
Social Security Trace and Address History	To confirm that a candidate is using a valid SSN that matches his or her name. Used to reveal any names and addresses

	associate with a SSN. Essential to criminal record searches.
FDA Debarment check	Mandatory check to ensure candidate has not been forbidden to work in the drug industry and/or committed of a crime related to a drug product.
Global Sanctions screening	To ensure compliance with EU and US rules and regulations in relation to sanctions.
Employment History Verification – last 3 employers or past 7 years	To verify dates of employment and position.
Education Verification – highest degree earned	To verify if a degree was issued and to confirm the date awarded.
Professional License/Certificate Verification	To verify that professional licenses and credentials are current and valid as stated on resume and/or application.

Additional background checks may be required for specific positions based on job related needs, credentialing requirements or at the Company’s discretion, including:

- **Credit Report History:** Conducted only for sensitive/critical positions (in accordance with applicable law) with extensive authority to commit financial resources of the Company.
- **10 panel drug screen for controlled substances:** To determine if candidate is under the influence of illegal drugs and to meet the credentialing requirements of our customers.
- **Motor Vehicle Record (MVR):** required for all positions where it is an essential function of the position to operate a motor vehicle. Motor vehicle checks will be reviewed annually.

Reference Checks – used to assess candidate’s work history, capability, growth potential and industry skills.

Background Check Process

Before a background check is conducted, the Company or its background check vendor will provide the subject of the background check a disclosure notifying him or her that a background check will be conducted and will obtain his or her written authorization for the Company to conduct the background check. This authorization will be made in either electronic or written form and will remain valid throughout the employee’s employment with the Company, if hired, as allowed by applicable law.

Evaluation of Background Check Results

The HR representative will be notified once the completed background check report is available. The HR representative is responsible for reviewing and evaluating all information obtained in the background check report. The existence of a criminal record will not automatically disqualify an individual from employment. If a criminal record is received during the background check process, the information in the record will be compared with the information on the authorization form and any other identifying information provided by the applicant or employee to ensure the record belongs to the individual. In the event that an individual’s background check includes a criminal offense, the Company will conduct an individualized assessment to determine whether excluding an individual based on the offense is job-related and consistent with business necessity. Factors that the Company may consider prior to making an employment decision include, but are not limited to:

- the nature of the position held or being sought, including the specific duties and responsibilities of the position
- the nature and gravity of the offense
- the relevance of the offense to the position being sought
- the time which has elapsed since the offense
- the age of the individual at the time of the offense
- the facts or circumstances surrounding the offense
- the number of offenses for which the individual was convicted
- evidence that the individual performed the same type of work, post-conviction with no known incidents of criminal conduct
- the length and consistency of the individual's employment history before and after the offense
- relevant evidence of rehabilitation, including any education or training completed following the offense
- employment or character references or other relevant information regarding fitness for the position held or sought
- false statements or material omissions made by the individual during the hiring process or while employed with the Company
- any other factors mandated by federal or state law

Adverse Action

The Company will provide the subject of the background check with a copy of the background check report obtained from the Company's third party background check vendor prior to questioning the individual about the information in his or her report.

Before taking any adverse action based in whole or in part on information in the background check report, the Company will provide the individual with a notice advising of the potential adverse action, which will include (1) a copy of his or her background check report, (2) a summary of rights under the FCRA, and (3) any other applicable documents or notices as required under the FCRA or state or local law. If the potential adverse action is based in whole or in part on criminal history information discovered from a different source (e.g., applicant self-disclosure or online information), the Company will provide the individual with a notice advising of the potential adverse action and any other documents or notices as required under state or local law.

The Company will afford individuals an opportunity and an appropriate time period to provide any information he or she would like the Company to consider before making a final employment decision, including evidence of inaccuracy, rehabilitation, or other mitigating information. If after that time period, adverse action is still deemed necessary, the Company will provide the individual with an adverse action notice regarding that decision.

Confidentiality

The HR Representative will maintain background check records as confidential to the extent allowed by the law. In respect of individual's privacy, information will only be shared with HR and Legal.