

## Rubicon HR Canada Disclaimer

You understand and agree to provide correct and accurate information to Rubicon HR Canada. We are not responsible for the accuracy of the information provided to us, we will conduct regular audits to inquire if candidate profiles need updating however it is the candidates responsibility to provide correct information and update us accordingly on any changes to the provided information.

### Candidate Disclaimer

You understand and consent that to effectively utilize this system for the candidate benefit, Rubicon HR Canada may forward your information to clients at their discretion. Rubicon HR Canada will never forward your information unnecessarily or without just cause that benefits the candidate. The information collected will only be used for the purposes of job placement and the other approved reasons listed in the Privacy Policy.

### Phishing Warning

Due to the nature of our business the possibility of phishing attacks is a risk, but can be combated by being diligent before sending information via the internet.

You will only be contacted by someone with an @rubiconcanada.com email. If the person contacting you does not have an email ending with @rubiconcanada.com they are not from our organization even if they claim to be. If you are contacted by a potential phisher, report the incident to [virginia@rubiconcanada.com](mailto:virginia@rubiconcanada.com). When reporting potential phishing threats please record the email address of the potential scammer and take a screenshot if you can of the contents of the email. Include those details in your report to [virginia@rubiconcanada.com](mailto:virginia@rubiconcanada.com).

Our process is to have welcome emails sent out after a phone call with a candidate where they confirm they would like to join the Rubicon HR Canada Network. If you receive an email without having a phone call that is a red flag, please report it to the email above.

Thank you for your efforts in contributing to internet safety and security.

