



RECRUITMENT FRAUD

Recruitment Fraud continues to be a serious issue in today's job market. Recruitment scams may involve offering fictitious job opportunities and requesting personal information and payments to process false applications. These fraudulent recruitment activities are a global concern that Hilton takes very seriously. Learn how to become more familiar with identifying and reporting recruitment fraud.

WHAT IS RECRUITMENT FRAUD

Recruitment fraud is a sophisticated fraud offering fictitious job opportunities. This type of fraud is normally done through online services such as bogus websites, or through unsolicited e-mails claiming to be from Hilton and/or its brands. These emails request recipients to provide personal information and ultimately payments to progress false applications.

HOW TO IDENTIFY RECRUITMENT FRAUD

Perpetrators often ask recipients to complete fake recruitment documents, such as job applications and/or visa forms. It is important to look for these key warning signs:

- Requests for personal information, such as passport details and banking information.
- Requests to contact other companies/individuals (e.g., lawyers, bank officials, travel agencies, courier companies, visa/immigration processing agencies).
- An offer to pay a percentage of the fees requested if the candidate pays the remaining amount.
- A sense of urgency for the applicant to take action on the correspondence or offer.

WHAT SHOULD I DO?

DO:

- Save messages from the perpetrator for further investigation if necessary. Save the original subject line, complete headers and complete message content.
- Send an email to the Hilton security and compliance team (ISC@hilton.com) and include all relevant evidence, including job posting information and email communications.
- We would advise you to contact your local police or legal authority and provide them with all information you may have from the senders.

DO NOT:

- Respond to unsolicited business propositions and/or offers of employment from people with whom you are unfamiliar.
- Disclose your personal or financial details to anyone you do not know.
- Send any money. Hilton does not ask for money transfers or payments from applicants to secure a job, either as an employee or as a contractor.
- Engage in further communication if you believe the communications may be fraudulent.