

BP TC Site Background Petition Procedure

1. **Policy** - All non-BP employees completing Contractor Safety Training for the BP TC Site, must include proof of a graded background check as provided by the SCTC. To qualify for site access the employee's graded score may not exceed a "2". Employees with a graded score of "3" or higher will not be permitted employment access to the site.
2. **Review Panel** - A BP Petition Review Panel will be formed and will be responsible to review petitions of those excluded site access as a result of the background grade.
 - 2.1. The panel will consist of three (3) members,
 - 2.1.1. Two (2) BP Security Supervisors.
 - 2.1.2. The BP HSSE Coordinator, Contractor HSE Management for the Texas City site..
3. **Eligible Employees** - Any non-BP employee excluded through the background grading process may make formal petition, through their employer, for exception to the exclusion.
4. **Petition Process** - The formal petition process is,
 - 4.1. The petitioner must obtain the form
 - 4.2. Must submit a legible completed to their employer
 - 4.3. The petitioner must grant First Advantage authorization for BP to review their background report.
 - 4.4. The employer will certify the petition and submit the completed form to the BP Petition Review Panel.
 - 4.5. The employer is given written receipt of the Petition.
 - 4.6. The Panel must meet in ten (10) working days.
 - 4.7. A final written decision must be returned to the employer within thirty (30) days.
 - 4.8. Panel consideration will be given:
 - 4.8.1. The time elapsed since the disqualifying event
 - 4.8.2. The petitioner's work record
 - 4.8.3. Any reports of the petitioner in the BP Security Reporting System.
 - 4.8.4. The Petitioner's statement
 - 4.8.5. The petitioner's driving record.
 - 4.8.6. The references as furnished by the petitioners
 - 4.9. Panel members are permitted to investigate and verify all information contained in the submitted Petition Form
5. **Required Information** - The petition is to include;
 - 5.1. The Petitioners full legal name.
 - 5.1.1. First name
 - 5.1.2. Middle name
 - 5.1.3. last name
 - 5.2. Social Security Number.
 - 5.3. Date of Birth.

- 5.4. Place of Birth.
- 5.5. Drivers license number and state of issue.
- 5.6. The petitioner's signed waiver giving Panel Members permission to validate the submitted Petition Form
- 5.7. Name, address and dates of the petitioner's last three (3) employers.
- 5.8. The Petition may include the petitioner's statement of the event in question.
- 5.9. The petitioner may include up to three (3) references with contact information.

6. **Review Process** - The petitioner's signed waiver grants the Panel the right to investigate the petition to include

- 6.1. The interview of references,
- 6.2. Employers,
- 6.3. Witnesses,
- 6.4. Person(s) of interest to the investigation.

7. **Resolution of Petition** –

- 7.1. A final written decision must be returned to the employer within thirty (30) days.
- 7.2. The Decision of the Panel is final.