



### Recruitment Fraud

It has come to our attention that various individuals and organizations have contacted people offering false employment opportunities with Suzuki. Such scams are fraudulent and intended to steal from the victims. By making you aware of this, we hope to avoid and ultimately stop victims from falling for this scam. Please do not provide any personal or financial information and do not send any money to anyone you suspect of recruitment fraud. Do not click on the attachments they send you. If you wish to apply for a job at Suzuki, please submit your application for an open position to [Suzuki Careers](#).

### **What is Recruitment Fraud?**

Recruitment fraud is a sophisticated scheme that offers fictitious job opportunities to people. This type of fraud is normally done through online services such as bogus websites, or through unsolicited emails claiming to be from Suzuki. These emails request recipients to provide personal information, sign bogus letters of employment, organize visas and ultimately request payments to submit false applications.

### **How to Identify Recruitment Fraud**

- The email does not come from an official suz.com email address and instead uses an address from a free email service such as: Gmail, Outlook.com, Live.com, Yahoo, AOL, or a combination of these.
- You are asked to interview over an Instant Messenger type program.
- You are offered a check to process before being interviewed. The perpetrators will often ask recipients to complete bogus recruitment documentation, such as application forms, terms and conditions of employment or visa forms. The Suzuki name and logo is sometimes featured on the documentation without authority.
- There is an early request for personal information such as address details, date of birth, resume (CV), passport details, etc.
- Candidates are requested to contact other companies/individuals such as lawyers, bank officials, travel agencies, courier companies, visa/immigration processing agencies, etc.
- The perpetrators frequently use mobile or landline telephone numbers beginning with 44(0)70 instead of official company numbers.
- The perpetrators may even offer to pay a large percentage of the fees requested and ask the candidate to pay the remaining amount.
- There is an insistence on urgency. Suzuki employment policies and processes involve personal interviews in most cases and candidates who seek employment with us are never required to pay any sum of money in advance. To do so would be contrary to our business conduct guidelines and ethical practices.

### **What Should I do?**

If you've been targeted by a job scam, please report what happened to the Federal Trade Commission directly at <https://reportfraud.ftc.gov/>.

### **Please 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. Suzuki does not ask for money transfers or payments from applicants to secure a job as an employee or as a contractor.
- Engage in further communication if you believe the communication may be fraudulent.
- Open attachments from what appears to be fraudulent emails.