

Beware of Recruitment Scams

We have received reports that the Novocol Pharma name is being used in recruitment scams. Recruitment scams are increasingly being carried out online through various means. These can include: false job advertisements, job websites, or through unsolicited emails, pretending to be from a legitimate company such as Novocol Pharma.

What are signs of recruitment fraud?

- Fraudulent emails will often be sent from free email providers (Outlook, Gmail etc.) or use a domain name that is similar to the company that they are pretending to represent. Examples of email domains used in frauds: @gmail.com; @novocolcareers.ca; @septodontcareers.com etc.
- Communications and documents have spelling and grammatical errors and are generally poorly formatted.
- Scammers ask for sensitive personal information for security clearance or immigration purposes before or during the interview.
- Receiving an offer letter without completing an in-person interview or receiving a call formally offering you a position.
- Scammers ask for money (e.g. for visa fees, immigration documents, a percentage of travel expenses) and request personal information such as passport and bank account details.

How to protect yourself against recruitment scams

- **Please note:** all legitimate open positions with Novocol Pharma can be found on our careers website.
- Novocol Pharma would always conduct a personal interview with you prior to any offers of employment being extended. If you did not go through this process, please be on alert for fraudulent activity.
- Novocol Pharma **NEVER** request payments of any kind in order for applicants to secure a job. If you are asked for a kind of payment to secure a job, it should be assumed that the individual/organization is not providing a genuine offer.

DO

- Contact your e-mail provider or local police and provide them with all of the information that you have such as the scam email, any documents that were attached to the emails, and all correspondence that you have.
- Contact us if you are in any doubt about whether a career opportunity at Novocol Pharma is genuine.

DO NOT

- Do not send money, even if you are told that this money will be refunded to you at a later date. **Novocol Pharma never asks for money** or, to make any sort of payment during the job recruitment process.
- Do not reply to unsolicited emails offering job opportunities.
- **Do not disclose any personal or financial information** such as bank details, credit/debit card details, immigration status or your address.

Novocol Pharma is taking this matter very seriously. By publishing this information and investigating the reports that we receive, we aim to prevent scammers from carrying out this activity and to protect individuals from becoming a victim of these scams.