

Note on recruitment scams

Thank you for your interest in MSCI, we invite you to explore job opportunities on our career portal, corporate LinkedIn page or partner websites. We are aware of recruitment scams where fraudsters may try and elicit personal information from job seekers through internet-, email- or telephone scams contacting job seekers with fictitious interviews, fake employment applications and to even extend false offer letters.

This document will help you identifying, avoiding and reporting potential recruitment scams.

First, please be aware that:

- MSCI will never ask you for payment as part of the recruitment process e.g. insurance policies, training investment, etc. The only exception would be reimbursable travel expenses.
- Our recruiters will not ask you for sensitive personal information such as bank account information, date of birth or social security number at application stage.
- Email correspondence from our recruiters will only come from an MSCI email address or through a LinkedIn account attached to our corporate LinkedIn page. Correspondence will never come from free email accounts such as Yahoo, Hotmail or Gmail.
- Most of MSCI's job opportunities are posted on our Careers page or corporate LinkedIn page. If you are contacted about a job and want to verify its authenticity, please check that the job is listed on our careers page.
- We would not make a job offer without an interview, and we would not hold an interview in a video chat room such as Google Hangouts.
- Please check any communications that are from an individual or website where the domain name is not consistent with our corporate pages.

Please do not divulge personal information if you are not sure of the authenticity of the communication or source.

Identifying recruitment scams

Below you can find a list that can help you identify potential recruitment scams:

Advance-fee scams

- You are asked for money by fraudsters to re-write your CV or carry out security and police checks
- You are asked to pay for expensive training programs which don't exist
- For overseas jobs, fraudsters require you to pay for immigration lawyers
- Again for overseas jobs, fraudsters ask you to pay for travel-agent fees

Premium-rate phone scams

- As the potential candidate, you call a number assuming you're going to have an initial phone interview, but you're kept on hold for a long period of time before you realize what happened
- In some cases, job seekers will be duped into going through a fake interview on the phone, which could last up to an hour incurring substantial costs

Money laundering

- Fraudsters employ you on a work-from-home basis. You assume that you are employed in a genuine job, but you are really being used to launder money
- You are asked to buy office equipment and ship it to a specific address, or cash a cheque not knowing you are actually committing a crime in the process

Salary-payment scam

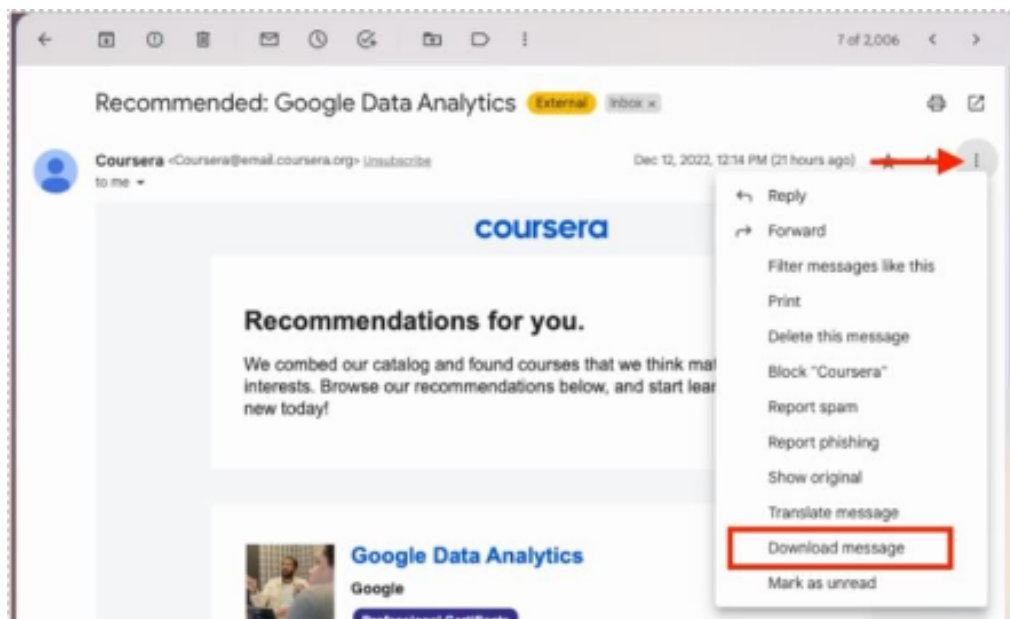
- Fraudsters may ask for your bank account details to set up salary payments. They will use these details to steal money from your account.

Reporting recruitment scams

To investigate a potential job scam and take action to prevent future scams, our Security team will need the original message you initially received from the scammer as an attachment. Below you can find instructions for common email platforms to assist you in providing this information.

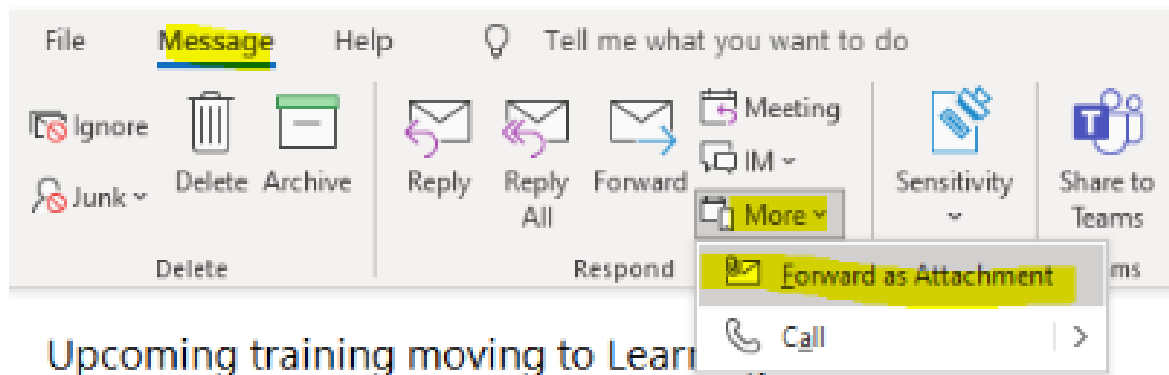
For Gmail

1. Open the Gmail mailbox on a Desktop / Laptop
2. Select the scam message
3. Click on the three dots on the top right corner of your screen and then click on "Download message".
4. Compose a new email, and attach the downloaded email as an attachment.
5. Send this newly composed email with attachment to report-job-scam@msci.com



For Outlook

1. Open the Outlook mailbox on a Desktop / Laptop
2. Select the scam message
3. Under the Message tab, click More, and then click "Forward as attachment".
4. Forward the message to report-job-scams@msci.com





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