Screening & Vetting Policy

DISTRIBUTION

This Screening & Vetting Policy is communicated to all employees. A copy is available at the Head Office, held in the sites folder, and published on the internal company shared drive. All employees are encouraged to read it and communicate any queries to a director.

REVISION HISTORY

Issue Number	Review Date	Changes	Signed
01	22/09/2023	Original version (draft)	
01	22/09/2023	Signed off	
01	20/09/2024	Review	
01	19/09/2025	Review	
02	20/05/2026	Address Updated	
02	18/09/2026	Review	

1. Introduction

Employee screening and vetting programme helps organisations minimise the risk of making inappropriate recruitment decisions, which if unchecked, could lead to fraud, dishonesty or misconduct and cause damage of our businesses brand, reputation and financial standing.

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This policy sets out our aims for screening and vetting of our staff as per BS7858:2012 standards. It is an important aspect for Security Companies to gain or maintain their ACS accreditation and security officers need screening to be SIA licensed and comply with the law if they are involved in any of the following licensed activities: Door Supervision (DS), Public Space Surveillance (CCTV,) Security Guarding (SG), Vehicle Immobilisation (VI), Key Holding (KH), Close Protection (CP), Cash and Valuables in Transit (CVIT).

2. Objectives

1. To ensure we comply with appropriate legislation.
2. To meet the industry requirements
3. To maintain the high standard of staff

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3. Background Checks

The most typical checks are:

- Previous employer(s) referencing
- Criminal record checks
- Financial history checks such as credit rating or County Court Judgments
- Career gap periods verification
- Character references
- Right to Work in the UK and document verification

4. Security Screening

In order to ensure that quality and standards are maintained, the government and several governing bodies have introduced security screening standards, which are different background checks combined in order to the fit the specific purpose. Our company complies with BS7858:2012 standards as minimum.

5. Equal Opportunities - This policy applies equally to all staff regardless of grade, experience, or role within the company.

6. Monitoring and Review - This policy will be subject to monitoring to review how the policy works in practice. We will review this policy in twelve months.

In compliance with the Employment Protection (Consolidation) Act (1998), we will give all staff twelve weeks' notice of any changes to this policy.

Signed by: *Danish Iftikhar*

Signed: 

Date: 22/09/2023