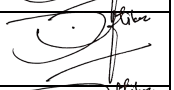
RECRUITMENT SCREENING & HR POLICY

Distribution

This RECRUITMENT SCREENING & HR 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	

PURPOSE AND INTRODUCTION

This policy outlines the process by which ZAM FM LTD conducts screening and vetting on behalf of the client, in compliance with BS 7858 standards. Clients are responsible for candidate interviews and selection. Once details of the selected candidate are shared with ZAM FM LTD, we commence and complete the screening and vetting process.

ZAM FM LTD ensures that individuals whose background presents any risks related to illicit activity, compromise, or security breaches are not cleared

through screening.

SCOPE

This procedure applies to all candidates submitted to ZAM FM LTD by clients for vetting.

Any individual already in relevant employment prior to this policy implementation will be subject to retroactive screening.

REFERENCES

This policy is based on recognised industry and compliance standards, including BS 7858 for security screening. ZAM FM LTD applies best practices to ensure full adherence to statutory, legal, and operational requirements relevant to personnel vetting and employment screening.

DEFINITIONS

Screening Period: The five years immediately prior to application, or from the end of full- time education.

Provisional Employment: Employment period (up to 12 weeks) while screening is ongoing.

Client: Organisation that interviews and selects candidates and delegates screening to ZAM FM LTD.

SCREENING PROCESS BY ZAM FM LTD

Once a client has interviewed and selected a candidate, ZAM FM LTD carries out the following steps:

A personnel file is created upon receipt of candidate details from the client.

Original identification documents are verified, including name, address, and date of birth. Valid documents include:

- Driving Licence
- Passport
- Utility Bills
- Birth Certificate, etc.

All original documents are checked for authenticity, copied, signed, and dated. Upon validation, ZAM FM LTD begins screening, which includes:

- Education history confirmation
- Employment history validation (minimum 5 years)
- Gap analysis with documented justifications
- Credit check
- Global Sanctions Watchlist check
- Right to Work verification

Oral confirmations may be used temporarily but must be followed by written verification within 5 working days.

The candidate may be offered provisional employment if oral confirmations support eligibility. Full employment confirmation is subject to successful screening completion within 12 weeks. Should inconsistencies or risks emerge during the process, the provisional employment will be terminated, and the client will be informed.

All screening actions and communication are documented in the screening progress sheet and vetting input sheet.

Upon successful completion of screening, ZAM FM LTD will issue a Screening Certificate to confirm the individual has passed BS 7858 screening.

RIGHT TO WORK AND FOREIGN NATIONALS

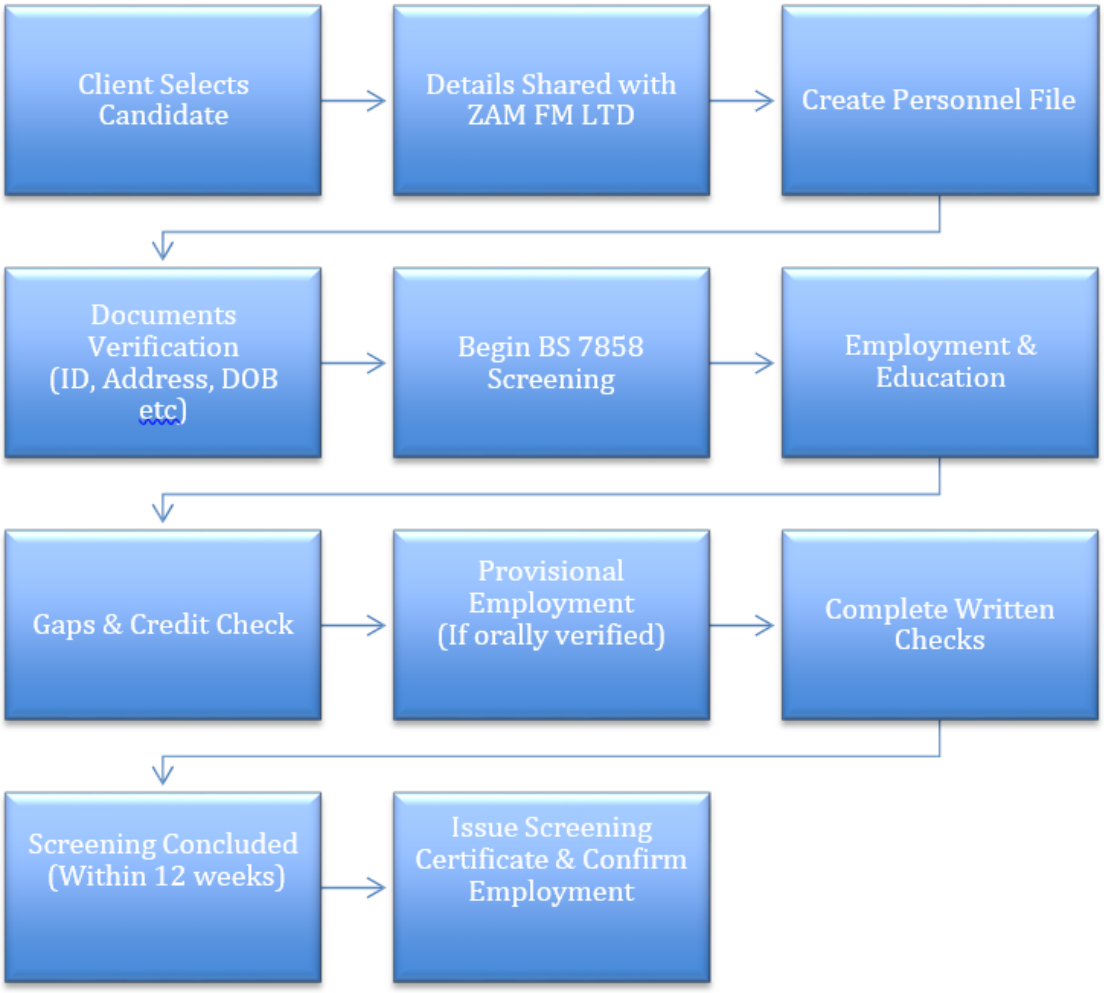
ZAM FM LTD carries out Right to Work checks in accordance with UK legislation, using original documents outlined in Home Office guidelines. Copies are retained securely for a minimum of 2 years post-employment.

ROLES AND RESPONSIBILITIES

Client: Conducts interviews, selects candidates, and shares their information with ZAM FM LTD.

ZAM FM LTD: Responsible for all aspects of BS 7858 screening, documentation, and decision-making on provisional or full employment.

PROCESS FLOWCHART



Policy Review

This policy will be reviewed annually or sooner where legislative or operational changes require revision.

APPROVAL

Approved By: Managing Director

Name: Danish Iftikhar

Signature:

Date: 22/9/2023