
MURRAY & WILLIS

SPECIALIST REFURBISHMENT CONTRACTORS



Staff Screening Policy



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1. Purpose

To provide details of the screening process that establishes the integrity of any employee, non-employed worker or job applicant with the Company.

2. Scope

All established or temporary employees and all other non-employed workers as detailed within this policy.

3. Policy Statement

All offers of employment or contracts for service with individuals will be made subject to the successful completion of a staff vetting procedure. Where vetting checks are proven to be unsatisfactory, such offers will be withdrawn or rescinded.

All third-party organisations who supply labour to the Company are also obliged to ensure that they fulfil the provisions of the staff vetting procedure outlined in this policy, with regard to the staff supplied to Murray and Willis Limited, before they will be approved as a supplier to the Company.

However, it is recognised that, due to the nature of our business, there are certain jobs where staff security is of particular importance and all persons applying for work of this type will therefore be subject to further vetting and verification in accordance with this policy.

All persons subject to vetting and verification under the terms of this policy will be notified in advance regarding the extent and depth of the vetting process. Where a person objects to the vetting process, for whatever reason, he/she must be informed that the Company is unable to progress their application further.

4. Equal Opportunities

The screening process, where relevant, will be applied irrespective of race, creed, colour, nationality, ethnic origin, age, language, religion, political or other opinion affiliation, gender, gender reassignment, sexual orientation, marital status, connections with a national minority, national or social origin, property, birth or other status, family connections, membership or non membership of a trade union or, unless justifiable, disability.

All recruitment, engagement and the awarding of contracts will be carried out in accordance with the Company's Recruitment and Engagement Policies and as such the above factors will not be detrimental to the applicant in arriving at employment decisions or in the awarding of labour provision contracts.

In addition to the above, the fact that a person has a spent conviction (as per the Rehabilitation of Offenders Act 1974) will not be grounds for the Company refusing to employ or engage that person, unless the person falls within a category to which the Exceptions Order to the Act applies (see Appendix IV and V).

5. Screening Levels

Staff Screening will be carried out dependent upon the classification level of the person in question as follows:-

5.1 Employees

Vetting procedures must have been satisfactorily completed prior to established employment of:

- All employees

5.2 Sub Contractors Requiring Company Security ID Cards and Temporary Employees

Vetting procedures must have been satisfactorily completed prior to placement of:

- Agency staff supplied by a preferred supplier Employment Agency
- Self-employed contractors
- Individuals supplied by a Limited Company which is an approved supplier to Murray and Willis Limited
- Temporary employees in a non-site based position (other than in Human Resources and Payroll)

6. Screening Provisions

6.1 Employees

- A continuous record of the career, periods of employment or history of the person being screened, on a month to month basis, for a period of five years
- Two written references from relevant persons with personal knowledge of the person being screened. The references should confirm that nothing is known about the individual which would reflect adversely upon his/her suitability for proposed employment, including any outside business activity, which may conflict with the interests of the business.

Referees should not be members of the individual's family or a partner or friends. It is essential that one of the references is supplied by the individual's previous employer with whom they have been continuously employed in the 12 weeks immediately preceding their application.

In the event that the individual has not been continuously employed in the preceding 12 weeks, one of the following will be needed:

- A letter from the Department for Work and Pensions confirming payment of benefit to the individual if (s)he has been unemployed in the 12 week period immediately prior to application and has been receiving unemployment benefits
 - Where the individual has been unemployed and has not been in receipt of benefits from the department for Work and Pensions, a written reference from an employer with whom the individual has been previously employed for at least 12 weeks
 - Where the individual has completed full time education in the 12 weeks period prior to application, a written academic reference which includes the verification of qualifications obtained by the individual and the place of study which must have been for at least 12 weeks
 - Where the individual has been self-employed, written confirmation of self-employment must be obtained from the Inland Revenue, Customs and Excise (VAT), bankers, accountant, solicitors as appropriate. The confirmation should also state that the individual's business was properly conducted and was terminated satisfactorily
 - Where the individual has worked abroad, written confirmation of periods of residence abroad must be obtained e.g. dates obtained from work permits, passports or by contact with appropriate embassies or consuls.
- Confirmation in writing of the individual's name, signature, current place of residence and National Insurance number, each to be confirmed from at least one of the following documents:
 - Full driving licence
 - Current valid full passport
 - National Insurance Card which bears a completed signature strip
 - Wage/salary confirmation slip which shall not be more than six months old
 - Cheque guarantee card which bears a photograph
 - A Bank/Building Society/Credit Card statement which shall not be more than three months old
 - A Utility Bill which shall not be more than 12 weeks old and paid to date
 - For persons who have changed their surname by marriage or deed poll the relevant certificate (not a photocopy) must be seen.
 - Proof of the right to work in this country
 - A Terrorism Check in relation to the individual via the Bank of England's official website in order to ensure that (s)he does not appear on the list of names on the Bank of England's Consolidated List of Financial Sanctions Targets.
 - A Credit Reference Check utilising a Credit Reference Agency in order to show that there is no adverse data recorded against the individual relating to County Court Judgements (or similar judgements from other courts), voluntary arrangements or bankruptcy.
 - Written confirmation that the individual has no "unspent criminal convictions" as disclosed by the Basic Level criminal record check carried out by The Disclosure and Barring Service or such similar recognised criminal record office disclosure service. "Unspent criminal convictions" do

not include road traffic offences (other than those that have resulted in a driver's disqualification) which may be disclosed by the criminal record check. Further information regarding "spent" criminal convictions is detailed in Appendix IV and V.

6.2 Sub Contractors Requiring Company Security ID Cards and Temporary Employees

- A continuous record of the career, periods of employment or history of the person being screened, on a month to month basis, for a period of two years
- Two telephone references from relevant persons with personal knowledge of the person being screened. The references should confirm that nothing is known about the individual which would reflect adversely upon his/her suitability for proposed employment, including any outside business activity, which may conflict with the interests of the business.

Referees should not be members of the individual's family or a partner or friends. It is essential that one of the references is supplied by the individual's previous employer with whom they have been continuously employed in the 12 weeks immediately preceding their application.

In the event that the individual has not been continuously employed in the preceding 12 weeks, one of the following will be needed:

- Where the individual has been unemployed or self-employed, a reference from an employer or client with whom the individual has been previously employed or contracted

Where the individual has completed full time education, an academic reference which includes the verification of qualifications obtained by the individual and the place of study

- Confirmation in writing of the individual's name, signature, current place of residence and National Insurance number, each to be confirmed from at least one of the following documents:
 - Full driving licence
 - Current valid full passport
 - National Insurance Card which bears a completed signature strip
 - A Utility Bill which shall not be more than 12 weeks old or a Bank/Building Society/Credit Card statement which shall not be more than three months old
 - For persons who have changed their surname by marriage or deed poll the relevant certificate (not a photocopy) must be seen.
- In accordance with immigration legislation all individuals must be able to show proof of the right to work in this country by providing the necessary documentation as shown in Appendix II. The original document(s) provided will be returned to the individual and a copy kept on their personal file. Please note that other documents may be acceptable as proof of the right to work in the United Kingdom for a time limited period.

Appendix I must be completed in full and to a satisfactory conclusion prior to the issue of a Murray & Willis Company ID Card.

7. Screening Procedure

7.1 All new applicants for employment will be required to complete and sign the Company's Application Form as detailed in the Recruitment Policy. The Application Form contains an acknowledgement that misrepresentation or failure to disclose material facts will constitute grounds for immediate dismissal. All third party contractors will be expected to complete Appendix I in full for the screening process to be commenced.

7.6 Having been informed of the contents of this policy, applicants, employees and third party contractors will be expected to co-operate and to give such assistance as is necessary for the Company to obtain written evidence confirming that there is nothing in their background which would reflect adversely upon their suitability for the proposed employment or engagement.

In particular, a signed statement will be required authorising an approach to referees, former employers, government departments etc. enabling verification of career and employment records. Current employers will not be approached prior to the written offer of employment being issued without the express permission of the applicant.

Applicants may also be asked to provide information which can only be supplied by them. In this event particular care will be taken to ensure that the information supplied is genuine and accurate.

7.6 Where an offer of employment has been made, references may be taken initially by telephone before employment commences.

For Sub Contractors requiring Murray & Willis security ID card employment must not commence until the screening process has been concluded and the results judged to be satisfactory.

In no circumstances will employment be confirmed or the screening process be considered to be complete until written confirmation of all checks has been received. All offers of employment are made subject to this condition.

7.4 When taking up telephone references for positions, the telephone number of the person called should be obtained independently and should not be supplied by the individual being screened.

Appendix III, Telephone Reference Form, must be completed by the member of staff making the telephone call and will then be retained on the individual's personal file.

7.5 Original copies of all documents referred to in this policy must be produced. A copy will be retained on the individual's personal file.

7.6 All information supplied to the Company is subject to Data Protection legislation and the Company's Data Protection Policy.

If an applicant is unsuccessful with their application their records will be maintained in the Company's Head Office for a period of seven months. References received about a person who does not subsequently become an employee are not exempt from the access provisions of data protection legislation once the Company has received them and that person has a right to see them upon request.

Records of employees are maintained in their personal file in the Payroll department in accordance with the Company's policy on the retention of personnel information. All such records are used purely for employment purposes and are accessible only to the individual concerned, the Human Resources and Training Manager, payroll staff and to managers with a direct reporting responsibility for the person in question.

8. Responsibility

Revisions, amendments or alterations to the policy can only be implemented following consideration and approval by the Chairman.

APPENDIX I

SCREENING REQUIREMENTS FOR SUB CONTRACTORS REQUIRING COMPANY SECURITY ID CARDS

COMPANY NAME:

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR EACH OF YOUR EMPLOYEES:

	M & W Office use only
EMPLOYEES NAME:	
NI NO: (proof of NI No. required either NI card or Inland Revenue Document)	
COPY OF CURRENT UTILITY BILL (ie Gas/Electric/Council Tax) (not older than 3 months)	
CURRENT PASSPORT OR FULL BIRTH CERTIFICATE:	
DRIVING LICENCE:	
WRITTEN REFERENCES CONFIRMING PREVIOUS 2 YEARS WORKING HISTORY Company Employment Reference acceptable if employed for 2 years or more. Referees should not be members of the individual's family or a partner or friends. It is essential that one of the references is supplied by the individual's previous employer with whom they have been continuously employed in the 12 weeks immediately preceding their application. In the event that the individual has not been continuously employed in the preceding 12 weeks, one of the following will be needed: <ul style="list-style-type: none">• Where the individual has been unemployed or self-employed, a reference from an employer or client with whom the individual has been previously employed or contracted• Where the individual has completed full time education, an academic reference which includes the verification of qualifications obtained by the individual and the place of study	

<p>DBS received</p> <p>Written confirmation that the individual has no “unspent criminal convictions” as disclosed by the Basic Level criminal record check carried out by The Disclosure and Barring Service or such similar recognised criminal record office disclosure service. “Unspent criminal convictions” do not include road traffic offences (other than those that have resulted in a driver’s disqualification) which may be disclosed by the criminal record check. Further information regarding “spent” criminal convictions is detailed in Appendix IV and V in Murray & Willis’s Staff Screening Policy.</p>	
<p>SIGNED CONFIDENTIALITY AGREEMENT ON FILE</p>	
<p>TRAINING RECORDS</p> <p>Please supply copies of training records e.g. CSCS card, Asbestos Awareness etc.</p>	

WRITTEN REFERENCES

Information is given in the strictest confidence

Name of Applicant applying for ID card: -----

Date: -----

How long have you known the applicant? Years: ----- Months: -----

In what capacity /relationship do you know the applicant? -----

To the best of your knowledge is the applicant Yes / No
completely honest and trustworthy?

Does the applicant have a mature and responsible attitude? Yes / No

To the best of your knowledge is there any reason why the Yes / No
applicant should not be employed in a position of great trust?

If yes, please indicate why:

Please comment on any additional information, which you believe may be of interest to us.

Signed: -----

Print Name: -----

Address: -----

Tel: -----

APPENDIX II

PROOF OF THE RIGHT TO WORK IN THE UNITED KINGDOM

A document evidencing an individual's right to work in the United Kingdom could include, for example, the following:

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, Border and Immigration Agency or UK Border Agency to a national of a European Economic Area country or Switzerland.
- A permanent residence card issued by the Home Office, Border and Immigration Agency or UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
- A Biometric Immigration Document issued by the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

APPENDIX III

TELEPHONE REFERENCE FORM

Reference for: _____

Organisation:	Referees Name:
Referees Position:	Relationship with Individual:
Individual's Dates of Service: From To	Final Position of Individual:
Reason for Leaving:	
If a suitable opening existed, would you re-employ the individual? If no, why not?	
Do you have any knowledge about the individual which would reflect adversely upon their suitability for this position (including any outside business activities which may conflict with the interests of our business) If so, please give details:	

Any other comments:

Signed: _____ Print Name _____
Date: _____

APPENDIX IV

REHABILITATION OF OFFENDERS ACT 1974

Rehabilitation periods for adult offenders

The following table sets out the current rehabilitation periods effective from 10th March 2014 applicable to adult offenders (those aged 18 and over at the time of conviction).

Sentence	New rehabilitation period
Custodial sentence over 4 years or a public protection sentence (a custodial sentence for specified sexual and violent offences)	Never spent
Custodial sentence (over 2½ years, up to 4 years)	7 years (beginning with the day on which the sentence, including any period on licence, is completed)
Custodial sentence (over 6 months, up to 2½ years)	4 years (beginning with the day on which the sentence, including any period on licence, is completed)
Custodial sentence (up to 6 months)	2 years (beginning with the day on which the sentence, including any period on licence, is completed)
Fine	1 year (beginning with the date of the conviction in respect of which the fine is imposed)
Absolute discharge	No rehabilitation period

Rehabilitation periods for young offenders

The following table sets out the current rehabilitation periods effective from 10th March 2014 applicable to young offenders (being those aged under 18 at the date of conviction).

Sentence	New rehabilitation period
Custodial sentence over 4 years or a public protection sentence (a custodial sentence for specified sexual and violent offences)	Never spent
Custodial sentence (over 2½ years, up to 4 years)	3½ years (beginning with the day on which the sentence, including any period on licence, is completed)
Custodial sentence (over 6 months, up to 2½ years)	2 years (beginning with the day on which the sentence, including any period on licence, is completed)
Custodial sentence (up to 6 months)	18 months (beginning with the day on which the sentence, including any period on licence, is completed)
Fine	6 months (beginning with the date of the conviction in respect of which the fine is imposed)
Absolute discharge	No rehabilitation period

APPENDIX V

REHABILITATION OF OFFENDERS ACT 1974

(EXCEPTIONS) ORDER 1975

EXCEPTED PROFESSIONS, OFFICES AND EMPLOYMENTS

Professions

1. Medical Practitioner.
2. Barrister (in England & Wales), advocate (in Scotland), solicitor.
3. Chartered accountant, certified accountant.
4. Dentist, dental hygienist, dental auxiliary.
5. Veterinary surgeon.
6. Nurse, midwife.
7. Ophthalmic chemist.
8. Registered teacher (in Scotland).

Offices and Employments

1. Judicial appointments.
2. The Director of Public Prosecutions and any employment in his office.
3. Procurators Fiscal and District Court Prosecutors, and any employment in the office of a Procurator Fiscal or District Court Prosecutor or in the Crown office.
4. Justices' clerks and their assistants.
5. Clerks (including deputy and assistant clerks) and officers of the High Court of Judiciary, the Court of Session and the district court, sheriff clerks (including sheriff clerks deputy) and their clerks and assistants.
6. Constables, persons appointed as police cadets to undergo training with a view to becoming constables and person employed for the purposes of, or to assist the constables of a police force established under any enactment; naval, military and air force police.
7. Any employment which is concerned with the administration of prison, remand centre, detention centre, Borstal institution or young offenders institution and members of boards of visitors appointed under section 6 of the Prison Act 1952 or of visiting committees appointed under section 7 of the Prisons (Scotland) Act 1952.
8. Traffic wardens appointed under section 81 of the Road Traffic Regulation Act, 1967 or section 9 of the Police (Scotland) Act 1967.
9. Probation officers appointed under Schedule 3 to the Powers of Criminal Courts Act 1973.

10. Any employment by a local authority in connection with the provision of social services or by any other body in connection with the provision by it of similar services, being employment which is of such a kind as to enable the holder to have access to any of the following classes of person in the course of his normal duties, namely –
 - a) persons over the age of 65;
 - b) persons suffering from serious illness or mental disorder of any description;
 - c) persons addicted to alcohol or drugs;
 - d) persons who are blind, deaf or dumb;
 - e) other persons who are substantially and permanently handicapped by illness, injury or congenital deformity.
11. Any such employment which is concerned with the provision of health services and which is of such a kind as to enable the holder to have access to persons in receipt of such services in the course of his normal duties.
12. Any office or employment concerned with the provision to person aged under 18 of accommodation, care, leisure and recreational facilities, schooling, social services, supervision or training, being an office or employment of such a kind as to enable the holder to have access in the course of his normal duties to such persons, and other office or employment the normal duties of which are carried out wholly or partly on the premises where such provision takes place.