

# QUALITY MANUAL

## Section 320

### Employee Security Vetting

Controlled Document

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## 1. Introduction Employee Security Clearance

As part of their day to day roles most Case Communications employees come into contact with both customers and suppliers and as such a level of trust is placed by those customer and suppliers in Case Communications and thus in Case Communication employees. In order to ensure that trust is not mis-placed a number of basic security checks are required before any employee or contractor maybe engaged.

Case Communications standard company pre-employment checks should be sufficient to provide confidence in an individual's basic level of security clearance, they must include the following as a minimum: -

## 2. Identity checks

For new applicants, or individuals with less than three years continuous employment with the same company, proof of identity should be confirmed as below. In all cases, individuals should be required to provide original documents.

- Full 10 year passport
- or, two of the following:-**
- British driving licence
  - P45
  - Birth certificate - **issued within 6 weeks of birth**
  - Cheque book and bank card - with 3 statements and proof of signature
  - Credit card - with 3 statements and proof of signature
  - Credit card - with photograph of the individual
  - Proof of residence - such as a council tax, gas, electricity, water or telephone bill

## 3. References

A check of personnel records and references from all line managers, should be sufficient for individuals continuously employed for more than 3 years by the company.

References for individuals who have been employed by the company for less than 3 years should be obtained from previous employers, and a personal referee nominated by the individual, to cover the 3 year period.

## 4. Criminal record declaration

Individuals should be asked to declare any "un-spent" convictions as defined in the Rehabilitation of Offenders Act (1974).

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