McNealy Brown LIMITED

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SPECIALIST FABRICATORS • ARCHITECTURAL METALWORKERS • DESIGN & INSTALLATION ENGINEERS

Employee Screening Policy

Introduction

The Company recognises that when employing new members of staff, we have a responsibility to ensure that we:

- set out a clear and fair Employee Screening Policy
- communicate this policy to new employees
- undertake appropriate due diligence measures to ensure conformance to the policy
- monitoring and reviewing the risks of failure to check for suitability

Policy

Before the signing of a Contract of Employment the following shall be checked, and evidence provided of:

- Confirmation of the right to work in the UK i.e. Original UK Birth Certificate, Original UK Passport or EU Member passport
- Original Driver's License (where held) and confirmation of any disciplinary points
- Proof of address
- Personal details including valid National Insurance number, Date of Birth and Next of Kin
- Medical self-assessment

Employment cannot be confirmed until these documents have been viewed.

We also reserve the right to contact, or ask for, previous references to ensure that the individual is suitable for the role.

All personal data shall be kept secure as required by UK Data Protection legislation.

Signed: .....

Vaughan McNealy
Director
14.02.2020

Signed: .....

Roland Brown
Director
14.02.2020

ISOQAR REGISTERED UKAS MANAGEMENT SYSTEMS 0026
Certificate No.5044
ISO9001 - ISO14001
OHSAS18001 - BS EN 1090