

This policy describes the personnel screening policy for ICT Reverse Asset Management (ICTRAM), V1.2

This covers:

- Screening employees at recruitment stage;
- Requirement to inform ICTRAM should DBS disclosure status change during employment;

### Screening Employees at Recruitment Stage

Successful job applicant screening and verification is a routine policy at ICTRAM which helps to minimise risks from theft, fraud, and misuse of facilities. All job applicants at ICTRAM are subject to screening and verification checks, particularly new recruits who may require access to sensitive data.

- The ICTRAM screening policy for applicants of permanent employment is:
- all potential permanent employees must be screened in accordance with the ICTRAM policy for screening job applicants as outlined in this policy;
- responsibility for performing screening checks lies with the ICTRAM HR Manager Marjorie Smith;
- any failures or issues that arise as a consequence of a screening check and which may affect information security, must be reported by the HR Manager to the Information Security Manager
- verification checks must be performed on all applicants for permanent employment as follows:
- employee applications, CV details, experience, and qualifications must be matched against a job description to verify the potential suitability of the applicant;
- interviews must be conducted on an individual basis to verify suitability. formal offers of employment may only be made to an individual subject to the following checks being made by the HR Manager:
- character and professional references must be confirmed by obtaining two employer references;
- academic and professional qualifications must be confirmed by requesting original printed copies (certified copies will suffice if originals are not available) of the most relevant qualifications;
- an applicant's identity must be verified via a passport or a driving licence.

A Criminal Records Bureau (DBS) check must be performed on all new employees, where appropriate, immediately after an individual commences employment (the check is initiated and monitored by the HR Manager) credit checks may be performed by and at the discretion of the HR Manager under the following circumstances:

- during application for employment by individual who may have access sensitive data or financial information periodically, for senior management and/or employees with access to financial data.
- Staff whose employment pre dates this policy will also be DBS checked in line with this policy and all staff are required to notify HR immediately should their DBS disclosure status change

This policy is issued, reviewed at least annually and maintained by the HR Manager, who also provides advice and guidance on its implementation and ensures compliance. All ICTRAM employees are directly responsible for complying with this policy.

For the avoidance of doubt, ICT Reverse Asset Management do not employ non full time, contract or temporary staff.

All ICT Reverse Asset Management employees shall comply with this policy.

Craig Smith, Managing Director

November 2016