



## Recruitment Policy

The goal of all recruiting and vetting activities is to hire individuals who possess the qualifications and the motivation to accept and perform the mental and physical tasks required by their work. Loyal Security Limited seeks individuals whose conduct, appearance, competence and integrity are beyond reproach.

To facilitate the recruitment and selection of suitable individuals to a contract, Loyal Security Limited ensures that the following policy is followed:

### Advertising

- Company website contains a dedicated page for recruitment that states that how to apply for jobs. It also explains the employment benefits and vetting & screening terms.
- Jobs would be listed on job centre website which is free service for business and highly used by the applicants
- An advertisement would also be placed with the appropriate local newspaper, and would be specifically designed to attract officers with the desired personal profile

### Selection

- All candidates will be subject to an English language competency test at the interview stage, which will be based on short reading and writing questions along with the speaking and listening test, which will be tested through the interview conducted in English language. Only the candidates with the 90% competency in English reading, writing and speaking would be considered for the selection.
- Loyal Security Limited will hold local interviews. Managers who are familiar with the requirements of the assignment will carry out all first interviews. Wherever possible, we encourage Clients to meet those candidates we consider suitable for their assignment, particularly where a position of Site Supervisor or Manager is being recruited.

- Candidates will receive initial suitability screening at the time of first interview, with five-year telephone vetting completed prior to the second interview.
- Wherever possible, we will aim for successful candidates to be screened to BS7858, prior to their commencement of employment on the contract
- All applicants would be made aware that Loyal Security Ltd fully screen staff to BS 7858 prior to an offer of employment regardless of their background. It is the responsibility of the applicant to provide proof of the right to work in the United Kingdom and other details to confirm their employment history and that they are of good character. Failure to provide this information will result in automatic withdrawal of the application.
- It is always our policy to 'over-recruit' for a new contract, as there is likely to be unsuitable candidates and dropouts during the process.

## Vetting and Screening

Staff in Personnel engaged in the Vetting and Screening of all employees

Loyal Security Limited operates vetting procedures that fully comply with the requirements of Security Industry Authority and the industry codes of practice BS7499 and BS7858. The following is a partial list of vetting activities:

- An initial telephone vet will be conducted going back five years.
- Upon successful completion of the five-year vet, an applicant may receive an offer of employment on a probationary basis.
- All applicants will be vetted 'back', in writing, five years or to school leaving age whichever is the lesser. The more stringent written vetting process must be completed within *twelve weeks* in order for the applicant to successfully move from probationary status to that of full-time employee.
- Loyal Security Limited vetting records are stored and maintained with the personnel department at our head office.

Zia Ur Rehman  
Managing Director

Date Reviewed: April 2018  
Next Review Date: April 2019