**SUPPLIER REFERENCING & SCREENING POLICY**

**Purpose:**

To set out referencing and sanction screening (‘screening’) requirements of supplier personnel.

**Objective and Scope:**

The objective of this policy is to provide a clear and consistent framework for screening which is fair, equitable, and in accordance with all relevant UK legal and regulatory requirements.

The requirements contained within this policy apply to all of the supplier’s employees, workers, directors, partners (or similar) and contractors (hereafter ‘individuals’).

This policy may be amended at any time.

**Contents:**

1. **Statement**

Screening is a key part of verifying information provided by individuals, ensuring that they:

* Have the right to work in the UK.
* Possess relevant qualifications, skills, and experience.
* Are honest, have integrity and are of good repute (e.g., have no unspent criminal convictions or declared bankrupt, where this has not been discharged).

1. **Screening Requirements**

The supplier shall ensure that screening is:

* Appropriate for the role being performed.
* Initiated before the commencement of employment, and annually thereafter for those holding senior roles.
* Completed within 3 months of employment commencing, except for right to work and financial integrity (Credit and Bankruptcy) checks which must be completed on or before the commencement of employment.
* Monitored through to completion, with any action(s) taken being evidenced.

**Completing screening:**

The Right to work check and the Financial Integrity check must be completed on or before the commencement of employment. All other relevant checks must be completed within 3 months of the employment commencement date.

If, for whatever reason, checks have not been initiated and/or completed in accordance with above, a breach must be recorded and notification made to the Ardonagh contract manager.

* 1. **Levels of screening**

The level of screening required is Level 1 Standard, as follows:

|  |  |
| --- | --- |
| **Screening type** | **Level 1 Standard** |
| Financial Integrity (Credit and Bankruptcy) |  |
| Electoral Roll |  |
| Right to work |  |
| Basic Criminal Record (DBS) |  |
| Employment Referencing – 3 years (inc. gap analysis) |  |

**Screening checks which MUST be completed on or before commencement of employment:**

* **Right to work,** validates an individual’s right to work in the UK.
* **Financial Integrity**, reveals any county court judgments (‘CCJs’), bankruptcies, individual voluntary arrangements (‘IVAs’), decrees and sequestration orders. Must be completed on or before employment commences.

**Screening checks which MUST be completed within 3 months of employment commencement date:**

* **Electoral roll**, a UK electoral roll check is typically run in conjunction with a UK credit check to confirm whether the address provided is a valid UK address.
* **Basic / Standard Criminal Record (DBS),** reveals details of any criminal convictions, cautions, reprimands and/or final warnings
* **Employment Referencing (incl. gap analysis),** obtains written references from verified official sources (e.g., a previous employer’s HR department) and identifies any gaps in employment history to establish details of activities during those times and gather appropriate supporting evidence.

Contract work can only commence once all checks are completed. The exception is the Criminal Disclosure Check which must be started before engagement but can be completed once the contract has started.

**The effective date of this policy guideline is:**

**Effective date:**  April 2025

**The policy guideline owner:** Advisory Procurement and Advisory Legal

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