

Staff Vetting Policy & Procedures

Shield Cleaning Services is committed to implementing and maintaining a safer recruitment and vetting process that meets the stringent demands of the Cleaning Industry as required across all types of contracts.

Equality of opportunity underpins all decision making and processes will be equitably and consistently applied to all categories of staff.

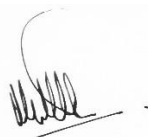
The policy provides a framework incorporating the nationally recommended safeguarding practices and immigration procedures, thereby ensuring that we have in place a robust recruitment and selection procedure enabling us to employ only applicants who meet the criteria.

The policy should be read in conjunction with the following Company Documents:-

- Staff Application Form
 - Proof of identity
 - Proof of address
 - Right to work
 - DBS (where applicable)
- Equal Opportunities and Dignity at Work Policy
- Policy for the Protection of Children and Vulnerable Adults
- Recruitment of Ex-Offenders Policy

The Policy is regularly monitored and will be reviewed annually and will take account of relevant legislation, national policies and procedures.

Signed:



Date: 1 May 2021

Malcolm Rose, Chief Executive Officer - On behalf of Shield Service Group Ltd