



POL/022

Integrated Management System

Last Review: 12th May 23

Next review: 12th May 24

Recruitment Policy

The selection process is implemented in accordance with our Equal Opportunities Policy. New vacancies for site-based positions are to be raised from either: Control, Operations, or a member of the Sales Department. A new post can be requested at any time via a Staff Requisition, which must be completed, pre notification vacancies re raised with the HR representative during the weekly Staff Reconciliation meeting held on Mondays, if vacancies have been raised via Business Development, Team members will forward the Contract Information Sheet to the Recruitment Department.

Screening and Vetting:

The purpose of the Screening and Vetting process is to ensure that the staff H&M Security Services employ will deliver the highest standards of safety and security. It also provides assurance that our employees do not pose a threat to anyone and to anything. To this end ALL staff employed by us are screened to the current BS 7858:2012 standard. Using Logosoft, the Human Resource Department screens all successful applicants' previous employment and identification to the current BS 7858:2012 standard.

All successful applicants prior to commencement of employment will have had their applications assessed by a Head Office staff member, this will involve taking copies of the new employee's documents, verbally confirming the last five years of the employment screening and the credit reference check. On completing this, successful applicants will enter a sixteen-week probationary period. At the nine-week stage of the probationary period, the Human Resources Department collates and assesses the outstanding screening information through to the completion of screening. Finally, in the twelfth week of the sixteen-week probationary period the Human Resources Director will be presented with the complete Personnel file to be either signed-off, or to arrange a further meeting with the employee regarding the continuation of their employment. If the file has been successfully screened, a Confirmation of Employment Letter will be sent. On a yearly basis, the Human Resources Department will contact all personnel employed by us who are working on a visa, with the right to work for a limited term, to arrange for their passport to be photocopied. The copy will be retained on the employee's personnel file. This is in line with the Home Office directive agreed by the SIA effective from the 29th of February 2008.

Recruitment:

The HR representative will formulate a list of vacancies using the Staff Requirements Form. The Staff Requirements Form is to be presented to the Human Resources Director by 14:00 hours every Monday for inclusion in the weekly HR Figures. For senior positions, existing staff should ideally be considered first. The Human Resources Director will use the information on the Staff Requirements Form to advertise the position with one of our preferred advertisers; Company website vacancy page, The Job Centre, securityvacancies.com, and recruitment centre's local to the contract. Any member of staff, at any level, is advised to liaise with the Human Resources Director prior to placing an advert in any publication or format.

Role Allocation:

New employees on a first assignment, or employees transferring between assignments, shall be given on-the-job training appropriate to the assignment, to the needs of the trainee and POL Integrated Management System Last Review 6th Nov 19 Next review 31st Oct 20 the customer. For a period that reflects the complexity of the assignment (not normally less than 8 hours), a newly appointed security officer shall be supervised whilst becoming familiar with the site requirement. This period shall also reflect the site shift pattern, encompassing both day and night shifts, if appropriate. During the first three months of employment, the competence of the security officer shall be assessed by a suitably qualified or experienced supervisor or manager, against performance criteria comparable with the core competencies. We also provide them with the Staff Handbook so that they understand H&M Security Services, its Policies and Procedures and what is expected from them. We would also like to highlight some of the stages of our recruitment process here as it explains how specifically we hire professionals for specific job requirements.



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Pre-Interview Stage:

From the responses to the adverts placed the following staff will assess applications and arrange interviews:

- Human Resources Director
- Company Administrator
- Contracts Manager
- Compliance Manager

Applicants can only be booked for interview if they are able to produce at their interview the following:

1. UK Birth Certificate, UK or International Passport with a visa entitling the holder to work an unrestricted number of hours per week (with an expiry date of not less than six months from the time of producing it for inspection).
2. A Full UK Driving Licence issued while living at their current address and or x2 Proof of address (Utility bill or Bank statement) less than three months old.
3. Proof of having a National Insurance number.
4. Proof of having a Bank Account in Applicants name.
5. The names, addresses and dates of all previous Employers, Schools and Colleges within the last five years or back to a school-leaving age.
6. A SIA Licence or proof of Licence acceptance from the SIA (except for Post Room vacancies and some other specialised positions).

Interview Stage

All applicants requiring an interview are to complete an Application Form and Medical Questionnaire. Our Equal Opportunities Policy will be available for all applicants to read; this will be framed and situated in the area where application forms are to be completed or where interviews are to be conducted. Following the completion of the forms, and the checking of the requested documents, the interview will take place. For all positions this will ideally be conducted on a one-to-one basis. The interviewer is to complete the Applicant Interview Form during the interview. At the end of the interview, unless the applicant is to be rejected due to their unsuitability for the role, copies are to be made of all the required documents. If additional information is required from the applicant, the Additional Screening Requirements Form is to be completed by the interviewer.

Processing Starter Paperwork:

The Human Resources Director, Contracts Manager, Compliance Manager, or a Director can make an offer of employment. This is only to be done if the applicant has produced all the required documentation for screening and vetting as per BS 7858:2012

The ultimate responsibility for this policy lies with the Managing Director who ensures that it is given and retains the highest of priorities. This policy and its implementation will be reviewed at least annually and updated as required.

Signed by:

A handwritten signature in black ink, appearing to read 'Ian Henderson', written over a dotted line.

Ian Henderson
Managing Director
H & M Security Services