

Reference	AKD-S&V-003
Version	1.0
Review Date	24/03/2025
Approved	COO



Screening & Vetting Policy

The AKD Facilities Management LTD, recognizes the importance of ensuring that all employees and contractors involved in the provision of security services are suitable and have the necessary skills and experience for their role. Therefore, the following screening and vetting procedures are implemented:

Pre-employment screening: All potential employees undergo a comprehensive pre-employment screening procedure that includes verification of identity, employment/education history, and criminal record checks.

Disclosure and Barring Service (DBS) checks: Employees who may come into contact with vulnerable adults or children will undergo an enhanced DBS check.

Immigration checks: All employees must provide evidence of their right to work in the UK before commencing employment, and their status will be checked regularly.

Reference checks: All applicants are required to provide references from previous employers, which will be verified.

Ongoing review: Employees' suitability and performance are regularly reviewed to ensure they remain suitable for their role. This includes monitoring work attendance and performance.

The security company also ensures that all employees undergo relevant training and have the necessary licenses and certifications for their role. The company also has a code of conduct and standards of behavior that all employees must adhere to, failure to follow these rules can result in disciplinary action and, in serious cases, dismissal.

Name: Peter Ryall

Signature

A handwritten signature in blue ink that reads 'Peter Ryall'. The signature is written in a cursive style with a large 'P' and a long horizontal stroke at the end.