



## MAN COMMERCIAL PROTECTION LIMITED

### Recruitment, Selection & Vetting Policy

**Approved by:**  
**I. McCallister Chief Executive  
Officer (CEO)**

**Issue Date:**

**September 2021**

**Review Date:**

**September 2022**

MAN Commercial Protection (hereto known as MAN Commercial) provides a responsible and professional manned guarding service to the retail, commercial, logistic, construction, industrial, entertainment and public sectors. The company also provides a key holding and alarm response service as well as Public Event Security (Crowd Control). The company has been accredited with ISO 45001, ISO:9001 and ISO 14001; is a member of the British Security Industry Association (BSIA); Approved Status with the Security Industry Authority (SIA) and has regular liaison with local police forces.

The Company are committed to the principle of equal opportunities in employment. We are opposed to any form of less favorable treatment or financial reward through direct or indirect discrimination, harassment, victimization to employees or job applicants on the grounds of race, religious beliefs, political opinions, creed, colour, ethnic origin, nationality, marital or parental status, sex, sexual orientation or disability and to any less favorable treatment on the grounds of disability or age or any other condition not relevant to the performance of the job. We ensure that our clients are offered the best candidates available in terms of experience, skills and approach.

- Candidates are asked to complete an Application Form and provide original copies of documents to prove identity and address, in accordance with BS7858 and Security Industry Authority (SIA) Regulations.
- Security vetting is carried out in accordance with BS7858 and the SIA rules.
- All new candidates after successfully attending their interview stage(s) and vetting process are then invited to attend a company induction and receive site specific training in accordance with the requirements of BS7499, BS7958.
- Subject to their passing training, candidates are offered provisional employment in the first instance. This is known as the probationary period.
- Permanent employment may be offered on satisfactory completion of probation, including specific job training, and a competence assessment in the form of a GAP Analysis.

### **RECRUITMENT**

Recruitment processes are geared to identify the key skills, knowledge, motivation and attitude required in the successful candidate. When a need to recruit is identified, the recruiting manager should review the requirements of the role ensuring that the job description and person specification are up to date, clear and concise.

•Assigning responsibilities and setting aside sufficient time for the work needed at each stage so that safeguards are not skipped or overlooked is vital. At least one of the selection panel must have attended appropriate training particularly in relation to safer recruitment. In relation to the



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timescales, for example, time needs to be allowed for obtaining references on short listed candidates before interview.

- The job description is a key document in the recruitment process and the recruiting manager should review it, seeking guidance as necessary from the company HR adviser.
- The job description should clearly state the main duties and responsibilities of the role, the company's commitment to diversity, equality and safeguarding and the individual's own responsibility.
- The person specification is of equal importance to the job description and informs the selection decision. The person specification details the skills, experience abilities and expertise that are required to do the job.

It should be specific, related to the job and not unnecessarily restrictive. The inclusion of criteria that cannot be justified as essential for the performance of the role may be deemed discriminatory under discrimination law if they impact disproportionately to the disadvantage of specific groups.

How and where roles are advertised along with whether external support will be sought from specialist providers are key decisions in the recruitment process. All roles should be advertised internally as a minimum and any external advertising should be professional and portray the desired company image

- All advertising must be fair in relation to gender, age, ethnic origin, disability, sexual orientation, religion, religious or philosophical belief.
- Adverts should be clear, concise honest and open and geared to attract only those who fill the essential person specification.

### **REFERENCES**

All candidates are required to provide us with full contact information for their previous employers over the past 5 years. References are reviewed by the vetting officer if we are not entirely satisfied with the content, we contact the referee direct for clarity, request additional references or make a decision not to proceed further on the basis of unsatisfactory references, these would only be in extreme circumstances.

#### ***Written***

We request that all references to be in writing. Emailed references are acceptable however need to be from a company email address along with references sent via posted to be verified and on letter headed paper.

#### ***Verbal and Character***

Verbal and Character references are not accepted as per BS 7858.

### **QUALIFICATIONS**



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Qualifications must be relevant to the role or must meet the job advertisement requirements and should be noted on the application form.

#### **INTERVIEWS**

Where possible telephone interviews are conducted to assess the individual's suitability for the role itself and where possible provide applicants with basic feedback.

#### **IDENTIFICATION**

All applicants and candidates must be able to supply identification documentation in line with BS 7858.

#### **MEDICAL QUESTIONNAIRE**

We request that candidates complete a medical health questionnaire once employment has commenced. This is completed to assess if the individual would require any further assistance within the role or have any underlying/ongoing health issues the company would need to be aware of. The information given will be kept strictly confidential and used only to access any medical needs within the workplace.

#### **COMPLETE/INCOMPLETE CHECKS**

We make every effort to place a candidate on the completion of all checks.

#### **CV/APPLICATION**

Candidates are required to provide a CV and complete our application form. Gaps in employment/study are queried at interview.

#### **COPIES OF DOCUMENTATION**

All documents are copied and signed and dated by the interviewer 'as originals seen'. These are kept in the candidate's personal file. All Right to Work (RTW) copies are verified in colour.

#### **REJECTIONS**

MAN Commercial Protection reserves the right to decline applicants at the recruitment stage should they not be suitable for the role or after the interview if the candidate does not comply in line with BS7858 standards. Any unsuccessful applicants are kept on file for a minimum of 12 months and then securely disposed of.

#### **COMPLAINTS**

MAN Commercial has a formal complaints process which can be given upon request.