

Dated 12th March 2024



SCREENING & VETTING POLICY

POLICY STATEMENT

Elite Security Group delivers services in several areas, some of which are of a sensitive nature. Our employees may on occasions handle, or be familiar with, information and data of a sensitive and legal nature. The environments that employees work within may vary between customers, however Elite Security takes all reasonable steps to ensure the suitability of its staff members for such wide ranging roles.

When working in the security industry (as defined by the Private Security Industry Act 2001), there is a requirement set out by BS7858 and the SIA to carry out proprietary checks. Elite Security Group is committed to maintaining a robust screening and vetting process to ensure full compliance to the British Standard (BS7858). All employees are required to have been screened to the standards set out in by BS7858, and are licensed appropriately by the Security Industry Authority (SIA).

Our screening and vetting process includes (but is not necessarily limited to):

- Verification of Personal Information provided by the applicant
- Verification of Education and 5 Year Employment History Check
- Assessment of Personal References by referees provided by the applicant
- Credit File Check to assess applicant suitability (4.3.3(d)(e))
- Verification of SIA License against the public register
- 'Right to Work' Check
- Regular Reviews of License Holder Register to verify validity

Elite Security Group also extends to the screening and vetting requirements of BS7858 to any and all sub-contractors performing any licensable activity as defined by the Private Security Industry Act 2001.

The British Standards Institute (BSi) audit the Company against the requirements of this Standard as well as ISO9001, BS7499, BS7984 – and the SIA Approved Contractor Scheme.