STAFF VETTING PROCEDURE

Thomas Lister have a formal procedure in place for the vetting of all potential employees within the Practice whether on a full or part time basis, irrespective of position within the Company.

The vetting procedure is summarised as follows;

Any offer of employment made to individuals is conditional upon full cooperation and satisfactory completion of the company's vetting procedure, incorporating the following measures.

i. Identification Check

Two forms of separate identification will be required for example, passport, driving licence and utility bill confirming home address. Original documents to be provided, photocopies will not be accepted.

ii. Background Checks

Which include the following;

- Proof of qualifications obtained through production of original certificates.
- Card and paper driving licence documents (not photocopies) to ensure there is no disqualification and that a valid licence is held. The reason for this being that for the surveying team the use of a car is a key requirement to be able to fulfil the surveying role as travelling is a key requirement in this regard.
- Proof of any membership of any professional organisations including the RICS/Royal Town Planning Institute through provision of membership certificate/documentation. Thomas Lister will check membership is held with organisations concerned.

iii. Relevant Experience/Suitability for role

References will be sought from previous employers during the last 5 year period in respect of written references being requested. If it is deemed appropriate, written references will be followed by a telephone call to the person giving the reference to verify details accordingly.

iv. Employee Information

All required documentation required to satisfy PAYE and HM Revenue & Customs legal requirements is obtained from employee with immediate effect upon

commencing employment to ensure appropriate records are in place and to process National Insurance contributions and payroll.

All of the above measures are mandatory requirements and no offer of employment will come into effect until all required information has been provided by the individual concerned and verified by Thomas Lister through the vetting procedure.

Thomas Lister also have as standard within all contracts of employment probationary periods typically for a six month period; subject to individual review. Any irregularities (including within the vetting process) which come to light during the probationary period which are not resolved can lead to employment being terminated at any time by Thomas Lister during this period.