

EMPLOYMENT REFERENCE POLICY

Purpose

- 1 This Policy sets out the Company's position in relation to employment references.
- 2 It applies to applicants for positions within the Company and to its current or former employees who may be seeking alternative employment.
- 3 Whilst there is no strict legal obligation on the Company to provide an employment reference, we will always endeavour to treat employees fairly.

Obtaining References for Prospective Employees

- 4 Any offer of employment must be conditional upon the receipt of two references which the Company considers (in its sole discretion) to be satisfactory.
- 5 No reference will be sought until and unless the applicant concerned has given their written consent.
- 6 Two references will be sought for each applicant for employment within the Company.
- 7 Referees will receive a job description and person specification for the position concerned, and requested to provide information about the applicant with reference to those documents.
- 8 At least one must be from the applicant's most recent employer which must be an organisation and established business. Applicants who are school leavers or graduates may nominate a head teacher, lecturer, tutor or work experience employer as appropriate.
- 9 The other may be a character reference from an organisation or person who has personally known the applicant for at least three years.

Validation of References

- 10 Employment references must not be sought or accepted verbally. However, written references duly received by the Company may be confirmed or validated by telephone.

Failure to Receive Satisfactory References

- 11 Usually, an applicant offered employment within the Company may not start until two references have been duly received which the Company regards as satisfactory.
- 12 If two such references have not been duly received by the Company, then any offer of employment will be withdrawn. If the applicant has started employment with the Company, the failure to receive two such references will result in their employment being terminated with any due notice.

Providing References for Current and Former Employees

Only a Director of the Company may provide such a reference. Managers must inform a Director of

The Company's practice is to issue a reference only in the form set out in the appendix below,

Any complaints or queries in relation to a reference must be promptly raised with either the Company's Managing Director or Employee-Relations Consultant.

The effectiveness of this policy will be monitored and reviewed every six months by the Company's Managing Director or Employee-Relations Consultant.

Appendix

[Name]

[Address]

[Date]

Private and Confidential

Dear [Name],

Thank you for your letter dated [Date] requesting an employment reference for [Employee's Name].

It is the Company's practice not to complete standard reference forms. However, we are able to confirm [Employee's First Name] with the Company.

[Employee's First Name] was employed by the Company as a [Position] at [Location] from [Start Date] to [End Date].

This reference is given in the strictest confidence and without any financial or other liability.

Yours sincerely,

[Name of Director]

[Position].