Reference Checking Policy

GENERAL

Temporary workers will only be reference checked where the following apply:

1. At the specific request of a customer or where contractually obliged;

2. Where a temporary worker is required either by law or a professional body to possess specific qualifications or authority to work on an assignment;

3. Where the temporary worker will be involved with working with children or vulnerable adults.

POLICY

References must be obtained for a six-month period immediately preceding date of registration with Simple Recruitment Services Ltd.

In the event of unemployment during this period and/or inability to secure any employment references a minimum of two character references must be gained from professional people who have a relationship exceeding two years with the applicant.

In the event of a break in the preceding six-month period, one character reference must be gained as per above in addition to employer reference(s).

A temporary worker may be supplied to the customer with one reference obtained and others outstanding on the basis that:

▪ The reference obtained is satisfactory;

▪ The customer is informed and agrees to accept the temporary worker on that basis;

▪ Outstanding references are obtained within 10 working days from the date of assignment.

Certain clients may specify that we obtain references that exceed our standard requirements. E.g. they may state that any temporary workers supplied must provide references covering at least their last 5 years of employment.

If this is agreed with the client it must be adhered to at all times. If a client accepts that due to the nature of the work/working environment that our temporary workers will be placed in, only individuals with less than comprehensive histories will be attracted, then this must be recorded on the work order/terms and conditions of business.

At the interview stage, ask the interviewee the relevant details that will enable you to carry out an adequate reference check with ease.

Follow the methods listed below for obtaining references in the following order:

▪ Verbal Contact the last employer, show the phone number used and note the conversation comments relating to attitude, reliability, time keeping, honesty.

▪ Email To be used when a verbal reference is not available.

▪ Postal To be used when a verbal and email reference is not available.

▪ Written This includes Records of Achievement or H. M. Forces discharge papers. This method is to be used when the interviewee does not have a work history and should be followed up by client references in support of the above.

Disclaimer: This policy is meant to provide general guidelines and should be used as a reference. It may not take into account all laws and is therefore not a legal document. The Company will not assume any legal liability that may arise from the use of this policy.

Signed: Gary Phillips – Operations Director

Date: September 2025