



Aviation Security and General Recruitment Compliance Policy

1. Purpose

This document outlines the compliance standards and procedures LucyJames Recruitment Ltd follows when recruiting for aviation roles and general recruitment placements, ensuring adherence to all relevant legal, regulatory, and industry-specific requirements.

2. Scope

This policy applies to all recruitment activities, including:

- **Airside and Landside Aviation Roles**
 - **Temporary, Contract, and Permanent Placements**
 - **Commercial and Professional Roles**
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3. Legal and Regulatory Framework

LucyJames Recruitment Ltd operates in full compliance with:

- **Employment Agencies Act 1973**
 - **Conduct of Employment Agencies and Employment Businesses Regulations 2003**
 - **Aviation Security Act 1982**
 - **National Aviation Security Programme (NASP)**
 - **Data Protection Act 2018 and UK GDPR**
 - **Modern Slavery Act 2015**
 - **Equality Act 2010**
 - **Health and Safety at Work Act 1974**
 - **Disclosure and Barring Service (DBS) guidelines**
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4. General Recruitment Compliance Procedures

4.1 Right to Work Checks

- All candidates must provide valid right to work documentation.

4.2 Candidate Identity and Verification

- Passport, driving licence, and two proofs of address required.

4.3 Data Protection

- Candidate data is handled in line with GDPR, securely stored, and only used for legitimate recruitment purposes.

4.4 Candidate Contracts and Terms

- All temporary workers are provided with assignment details and written terms before placement.

4.5 Worker Classification

- Accurate classification of PAYE, umbrella, or self-employed status to ensure compliance with tax and employment laws.

4.6 Equal Opportunities and Non-Discrimination

- All candidates are assessed on merit regardless of background, in line with our Respect for People Policy.
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5. Aviation-Specific Pre-Employment Vetting Procedures

All candidates placed in aviation security-sensitive roles must undergo:

5.1 Identity Verification

- Passport and/or driving licence
- Proof of address (utility bill, bank statement)

5.2 Right to Work Checks

- Valid UK visa or work permit

5.3 Five-Year Employment History

- Verifiable employment or academic references
- Written explanation for any gaps over 28 days

5.4 Criminal Record Check (DBS)

- Enhanced DBS check where applicable
- Overseas criminal record checks for candidates with 6+ months abroad in last 5 years

5.5 GSAT Certification

- General Security Awareness Training certificate (must be current and valid)

5.6 Airside Pass Application Support

- Assistance with completing pass application forms
 - Ensuring all documents are valid and submitted correctly
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6. Ongoing Compliance

- All candidate files are audited regularly
 - Records are retained securely in line with data protection laws
 - Any breaches of vetting standards are investigated and reported
 - Internal audits are conducted quarterly to maintain best practices
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7. Client Assurance

LucyJames Recruitment Ltd will provide:

- Full vetting records on request
 - Written confirmation of candidate clearance
 - Weekly updates on vetting progress
 - Immediate notification of any concerns or delays
 - Transparency around candidate status and placement compliance
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8. Candidate Commitment

All candidates must:

- Provide accurate and complete information
 - Cooperate fully with vetting
 - Inform us of any changes in circumstances (e.g. new criminal convictions)
 - Follow all assignment rules and workplace conduct standards
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9. Policy Review

This policy will be reviewed annually or as regulations change. Breaches may result in disciplinary or legal action.