



Employee and contractor screening policy

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Document classification: **INTERNAL**

INTRODUCTION

This document for a part of Foresight Cyber policy framework and covers pre-employment and during employment screening of employees and contractors. Such a screening is necessary to maintain high level of integrity of Foresight Cyber's workforce and satisfy requirements of our customers and partners.

The purpose of this document is to:

- Inform various stakeholders, including external, of company's position in relation an area
- Set responsibilities for enacting, enforcing this policy & process, and monitoring of the process results

For the purpose of this policy, a term '**employee**' covers both people with an employment contract (regular employees) and contractors with project specific and daily rate contracts.

Term '**high assurance role**' is defined as a role allowing an employee access to company critical systems and clients' systems & data:

POLICY STATEMENTS

The hiring manager is accountable for ensuring the relevant checks as below are performed:

1. Screen all employees in pre-contract stage at minimum to the standard of 'Baseline Personnel Security Standard'¹
2. Screen all employees in **high assurance roles** by performing a 'Financial probity check' to inform of any adverse financial circumstances.
 - a. Regularly re-screen employees as per points 1 and 2 on an annual basis (excluding employment history)

The CEO is responsible for ensuring a proper and up to date record keeping of the checks is maintained and is available for inspection.

¹ <https://www.gov.uk/government/publications/government-baseline-personnel-security-standard>

As the details of checks are highly sensitive personal information, a limited access is granted only to people who need to see the records. The access is logged, and the logs are kept in line with the company data retention policy (7 years).

PROCESS OUTLINE

Check levels

Foresight Cyber policy is to perform checks consistent and in-line with Baseline Personnel Security Standard (BPSS).

All employees:

1. **Right to work** – verification of nationality and immigration status
2. **Identity check** – verification of ID documentation i.e. passport
 - a. **Education achievements** – verification acquired educational documents
3. **Criminal records** – self declared and search for ‘unspent’ convictions (Basic Disclosure)
4. **Employment check** – confirmation of employment history & qualifications
 - a. two years’ worth for all employees
 - b. five years’ worth for employees in **high assurance roles**

Additional screening for employees with in ‘**high assurance role**’:

5. **Financial probity check** – check for any adverse financial information and bankruptcy

Country specific

As the checks vary country to country, the process varies for our locations. The process is managed by the back-office manager role.

Czech Republic

1. **Right to work** – in-person inspection of national ID card or a passport; checking of visa for right to work in the Czech Republic; checking of registered status with the Czech police for employees with other than CZ nationality
2. **Identity check** - in-person inspection of national ID card or a passport

3. **Criminal records** – requesting that an employee obtains a criminal background check and presents the original for inspection. The original documents are scanned and copied and stored electronically

Employment check – a CV is presented by an employee and the records are manually checked by contacting previous employers or schools to verify the correctness of claims on the CV. The CV and records of the checks are retained.

United Kingdom & USA

BPSS checks and financial checks are outsourced to an agency 'Complete Background Screening²' and is managed by the back office manager.

Record keeping

The records must be kept confidential and accessible only to authorised personnel. The authorisation may only be granted by company directors.

The data must be recorded in a way that allows for reliable and secure access.

DOCUMENT HISTORY

Version	Date	Changes	Approved by
1.0	2018-10-29	Initial version	Vladimir Jirasek, CEO
1.1	2019-10-01	Clarification of BPSS and roles	Vladimir Jirasek, CEO
1.2	2022-04-06	Changed page numbers Moved to a new company template	Vit Policar

² <https://www.cbsscreening.co.uk/>

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