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## **Recruitment Policy**

If a new Security Officer is required for any Guardian FM or an Ancillary Worker at a site where Security Officers are employed or are to be employed, the following recruitment procedure will be followed:

1. The relevant Job Description and Person Specification will be used to ensure the correct characteristics are sought and met.
2. Candidates will be screened to ensure they meet UK employment legislative criteria.
3. Guardian FM Equal Opportunities Policy will be followed during the recruitment process.
4. Vet the chosen candidate and ensure that they meet the SIA criteria.
5. Relevant training will be given to Security Officers if they do not already hold the relevant licences.
6. Employment will not commence before correct vetting and training (if applicable) procedures have been completed, or before the employment contract has been signed, except as allowed under BS7858.