

Caring for Employees, Recruitment & Vetting Procedures

Global HSE Solutions Ltd undertake the following

- Clearly defined job roles
- Undertaking appropriate risk assessments to ensure employee safety within their roles
- We provide a safe work environment
- We provide adequate training and performance feedback to all employees
- We ensure every employee receives an annual work appraisals and/or performance review
- We ensure that our employees do not work excessive hours
- We provide appropriate areas for rest and relaxation (Break rooms, kitchen facilities etc)
- We protect our employees from bullying, harassment and/or discrimination from either colleagues or third parties
- We operate in accordance to our Equal Opportunities Policy
- We provide direct communication channels to our Human Resources team for all employees allowing them to raise any concerns which may be affecting their job role and/or performance

New Employee Recruitment

- We have a comprehensive recruitment process including a detailed application form requiring a minimum 5-year work history. Details of qualifications, schooling and both personal and professional references (age/level dependant)
- We carry out in depth interviews using the information given on the application form pitched against the requirements of the job role and specification advertised
- We are required by law to see proof of Skills Cards and Qualification Certificates gained
- We also conduct Equal Opportunities & Criminal Offence Vetting

Employee Vetting Procedures

- We are required in line with our company policy to obtain two professional references prior to an employee starting work with us. This will include your current / most recent employer **Please note** that we will **not** contact your current employer without your prior consent or, until a written offer of employment has been received and accepted by you. In cases where a current/last employer is non contactable we will require three other worked based references.
- For school leavers or entry level roles where the candidate has no previous or relevant work experience, we seek 2 personal references (These can be from volunteer supervisors, members of committees you served on, teachers and professors, coaches or teammates)
- We are required by law to see in person and check all specifically requested ID in line with current UK right to work legislation.
- We are required by law to check all applicants driving licence status's (where applicable / required) via the online DVLA system
- All employees are required to and will be DBS checked prior to starting work on sites