

## **Recruitment, Equality, Diversity and Personnel Security Vetting**

UKSBS recognises that recruitment is a key investment decision that must be managed professionally. The company will provide equality in employment for all people employed or seeking employment. Everyone, regardless of a person's sex, marital status, sexual orientation, race, colour, ethnic origin, age or disability will be given a fair and equitable chance to compete for appointment, promotion or transfer, and to pursue their career as effectively as others.

Job offers must only be made within our standard terms and conditions, subject to successful vetting and, critically, where the individual is suitable for the role. We would rather operate with a continuing vacancy than recruit an individual not clearly appropriate for the role.

We will manage personnel security risks within the parameters of HMG guidelines and good practice and will adopt a risk management approach - assessing the need for incremental controls against each post. We will regularly review the requirements of each post and annotate post requirements as appropriate. As a baseline, we will apply the requirements of the 'HMG Baseline Personnel Security Standard', which provides the mandatory pre-employment controls required to address the problems of identity fraud, illegal working and deception. These baseline checks will be augmented by the application of recruitment checks specific to our areas of work. National Security Vetting will apply for posts within the company identified by risk assessments as carrying a higher level of risk. These additional controls will build upon baseline measures and will be applied only where they are necessary, proportionate and add value.

Our Recruitment policies, and the way in which they are implemented, will be regularly reviewed.