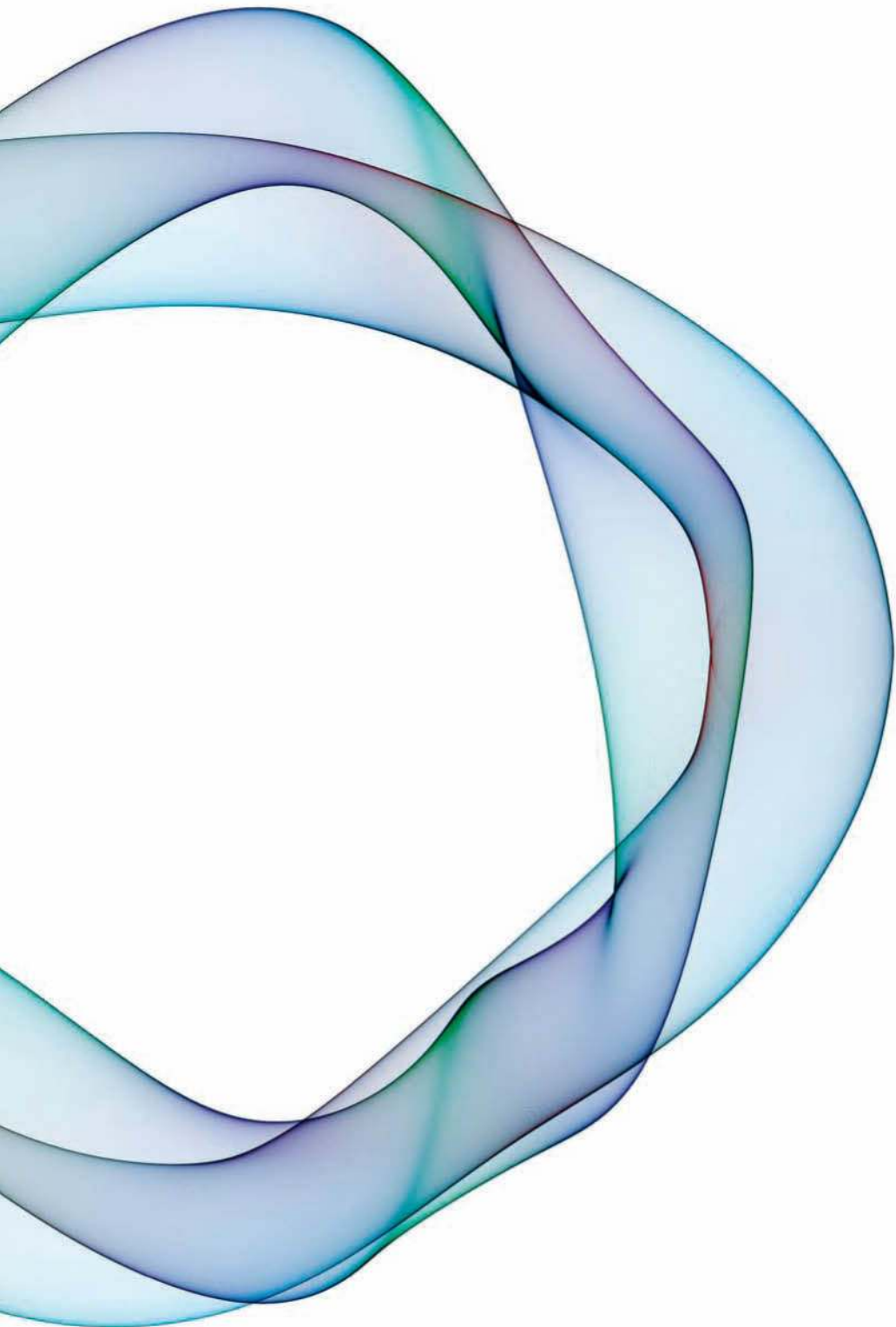
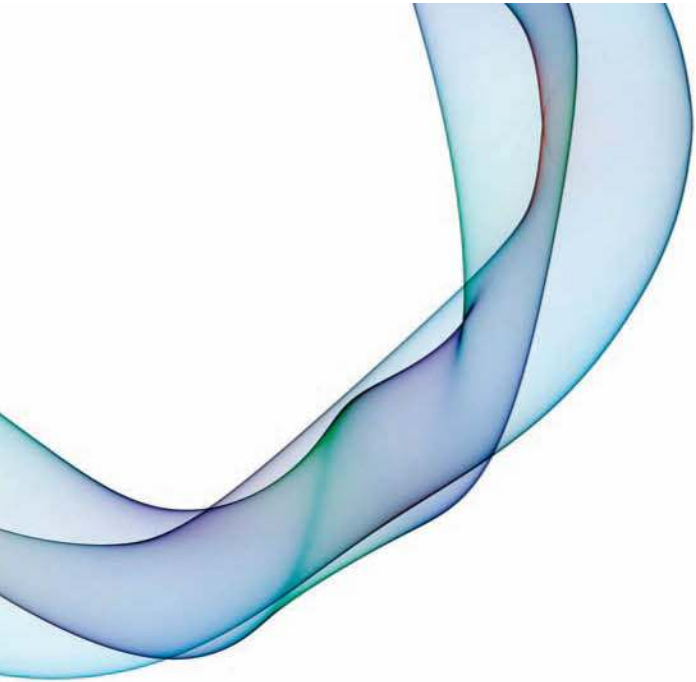




EMPLOYEE SCREENING



EXPERIENCE | INNOVATION | DELIVERY



Vero Screening provides an exceptionally personal, professional and reliable employee screening service.

EXPERIENCE

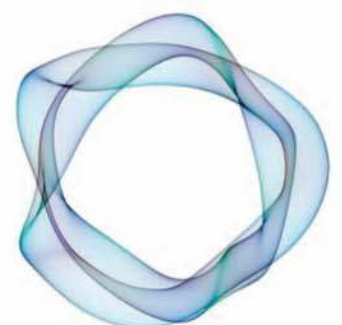
Vero's founding directors each have more than ten years experience in the disciplines essential for the effective screening of employees. Through our consultative and helpful approach, clients benefit from a depth of knowledge gained from working with some of the world's leading employers both domestically and internationally. We are proud of our skilled and diligent research team who are also equipped with international know-how. Our seasoned non-executive directors add valuable perspective with their track records of success.

INNOVATION

Vero has unrivalled experience developing background screening technology and our proactive in-house development team is a fundamental resource for clients. Working with our research and customer services experts we have painstakingly applied this knowledge to create what we believe to be the state-of-the-art system within our industry, offering absolute transparency and measurability of results. By balancing experience with inventiveness, we support clients in achieving industry best practice.

DELIVERY

Our goal is to deliver the highest quality service and the fastest response times. With extensive experience and progressive technology underpinning the Vero service we are confident in meeting our promises on time, every time. We emphatically believe in secure and open communication with our clients in order to expedite delivery of information and achieve optimal standards. Combined with Vero's 'can-do' culture and our conscientious attitude, we are dedicated to providing comprehensively the best employee screening service.





EMPLOYEE SCREENING

Why do Companies Screen?

Recruitment plays a hugely important role in the success or failure of a business. Getting the right staff with the right qualifications in the right job is crucial to a company's success.

A recent Mori poll found that one third of respondents admitted to fabricating elements of their CVs, and an estimated 6% of the total annual revenue of every UK company is lost to fraud committed by its own employees. Increasingly therefore, employers are implementing employee screening solutions to mitigate the risk of a bad hire and help them secure the right people to enhance and develop their businesses. Typical issues arising from not checking the veracity of successful job applicants include:

- Failure to meet regulatory requirements & increased chance of corporate liability
- Unqualified or unsuitable employees in positions of responsibility
- Theft, fraud, embezzlement or property damage
- Financial loss
- Time and money wasted in recruiting, employing and training
- Lawsuits by both employees and third parties
- Long term damage to the business reputation
- Loss of business and customers
- Demoralisation of staff

What Are The Benefits?

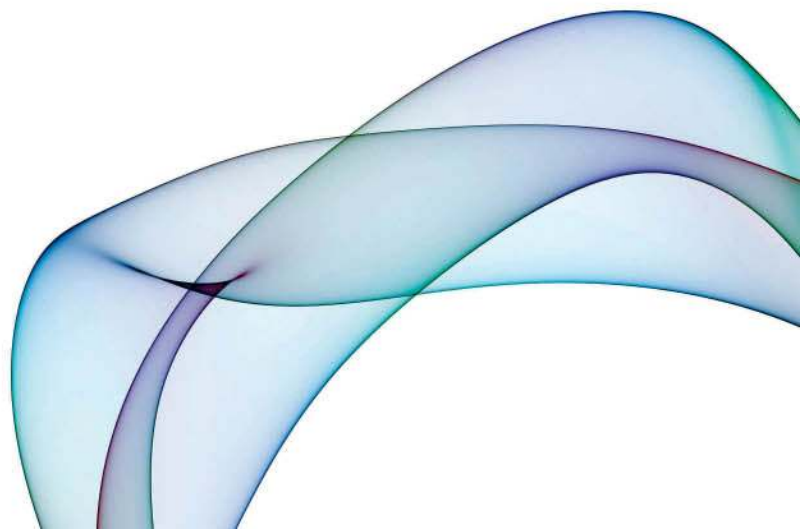
Organisations that implement a comprehensive screening policy report the following benefits:

- **Improved quality of staff** – Screening ensures that the qualifications and experience required by a firm for a specific role are genuinely held by the candidate, which in turn raises the overall quality of a company's staff.
- **Culture** – Pre-employment screening helps to encourage an open and honest company culture from the outset and provides the individual with a greater level of assurance in the integrity of work colleagues.
- **Regulatory, or statutory compliance** – Demonstration of due diligence by carrying out appropriate checks on candidates satisfies industry regulatory requirements.
- **Risk prevention** – A screening policy not only identifies dishonest candidates, but by its nature acts as a deterrent, protecting the company and its employees from people who may have the capacity and desire to cause damage.

Why Outsource?

Benefits of outsourcing this process include:

- **Reduced cost** – An efficient outsourced employee screening service will invariably be more cost effective than an in-house process due to experience, specialization and the use of a bespoke technical infrastructure. Prices are easy to comprehend and transparent as the user simply pays for each check conducted allowing for precision in cost control and annual budgets.
- **Quicker responses** – Screening turnaround times are likely to be quicker and the reports of greater quality as dedicated analysts constantly chase and monitor the responses, thus reducing the time taken to recruit.
- **Flexibility** – The service provided can be customised to suit specific needs, from one off searches such as criminal record checks, through to a complete range of verifications.
- **Cutting edge technologies** – Development of new technologies helps improve customer service and experience in all areas, for example online branded application forms, audit trails, auto archive and data purging.
- **Compliance** – The service is compliant with international data protection standards, and compatible with industry or government recommendations, for example Financial Services Authority (FSA) regulations in the UK.
- **Access to multi lingual researchers** – Professional screening companies often use multi-lingual researchers who are able to conduct reference interviews internationally in the local language and provide translated reports.
- **International capabilities** - Access to knowledge of international law relevant to data sourcing and data holding which differs from country to country.
- **Independence** - HR professionals may have concerns in ensuring that the screening process does not damage the bond of trust with their employees. Outsourcing mitigates any unease an employee may feel and offers a better chance to gain accurate information.





EMPLOYEE SCREENING

Checks Offered

The complete range of employment screening checks offered by Vero Screening are indicated below. Each component is individually priced and can be used in isolation, or to generate screening levels to suit your requirements.

Identity Verification – Validation of identity documents through cross-matching the document number algorithms with the document holder's personal information. Checks can be carried out using photocopies of the relevant pages. If used in conjunction with verification of 'biographical' data i.e. personal history including education, electoral register entries and employment history, the process offers a robust solution for confirming identity. Check can be carried out within 24 hrs.

UK Electoral Roll – A check of the UK's public electoral roll to verify residential history. It is important to confirm that the address exists and relates to a bona fide property at which the Candidate resides, or has previously resided. Checks will also reveal addresses sometimes not provided by the Candidate in order to conceal adverse credit information. Checks can be carried out within 24 hrs.

UK Consumer Credit Report – For sensitive positions, and particularly those that involve dealing with customer details or money handling. This check can be conducted against a Candidate covering a six year period, the length of time adverse credit information can be retained on record. This would include searches against public records for details relating to 'County Court Judgements', 'Bankruptcies', 'Voluntary Arrangements', 'Decrees', and Sequestration orders. Checks can be carried out within 24 hrs.

International Credit Report (Online) – The availability and integrity of information varies between countries. Vero Screening provides guidance regarding the cost and viability of conducting checks abroad. Where data is available, results are published in the Candidate report. Charges and timescales vary according to each country.

UK Directorship Search – Applicable to higher level roles, searches establish whether there are any current or previously held UK directorships or company secretarial positions as declared, or omitted, by the Candidate which may constitute a conflict of interest for the employer. A disqualified director's check would also be undertaken at the same time. Checks can be carried out within 24 hrs.

International Directorship Search – The availability and integrity of information varies between countries. Vero Screening will provide guidance regarding the cost and suitability of conducting checks.

DVLA Check – A check with the DVLA which validates a UK driver's licence and details current endorsements and/or restrictions. Checks can be automatically reapplied according to pre-arranged rules, i.e.: 0-3 points = annual check, 9 to 12 points = check every three months. Results are received within 10 working days.

Compliance Database Check – Searches are performed using UK and international government and financial sector databases looking for sanctions, enforcements, and misdemeanours imposed against an individual. The check includes reference to HM Treasury financial sanctions targets. Checks can be carried out within 24 hrs.

Regulatory Checks – Searches will be made against the FSA Individual Register and Prohibited Persons Register. Adverse findings will be reported to HR immediately. Checks can be carried out within 24 hrs.

Education Verification (Higher) – Confirmation of attendance dates, and the highest relevant academic qualification attained. Vero Screening will approach the institutions directly, anywhere in the world.

Education Verification (Secondary/Further) – Confirmation of the highest academic qualification attained at either secondary school or further educational level. This is subject to the availability of records. Vero Screening will approach the institutions directly, anywhere in the world.

Professional Qualifications and Memberships – Verification of an individual's relevant professional membership(s) or qualification(s) would be obtained either in writing or verbally through direct approach to awarding bodies. Any charges imposed by an institution will be re-charged at cost.

Employment History & References (HR or equiv) – Employment references are obtained internationally to verify current and previous employment history for either a specified time period, or a certain number of employers as agreed with the Client. We strive to obtain more than the basic employment details, and analyse responses in the context of other results to develop an accurate picture of experiences. References are typed into internet-based reports and original letters are scanned into the system for immediate access and audit purposes.

Personal or Professional References – A personal or professional referee can be utilised in the absence of formal employment references, to confirm self-employment, substantiate a period of unemployment or where no employment history exists.

International References (Offline) – Vero Screening will seek to obtain overseas references and education verifications to the same level as the UK given the availability of information. A one-off fee of £25.00 regardless of the number of overseas checks will be added to the final screening cost.

UK Criminal Record Checks (Basic Disclosure) – 'Disclosure Scotland', part of the 'Scottish Criminal Record Office', offers criminal record checks on an individual which provides detail regarding any 'unspent' convictions. Vero Screening can manage the process using a bespoke internet-based tracking system to ensure swifter response and regulatory compliance.

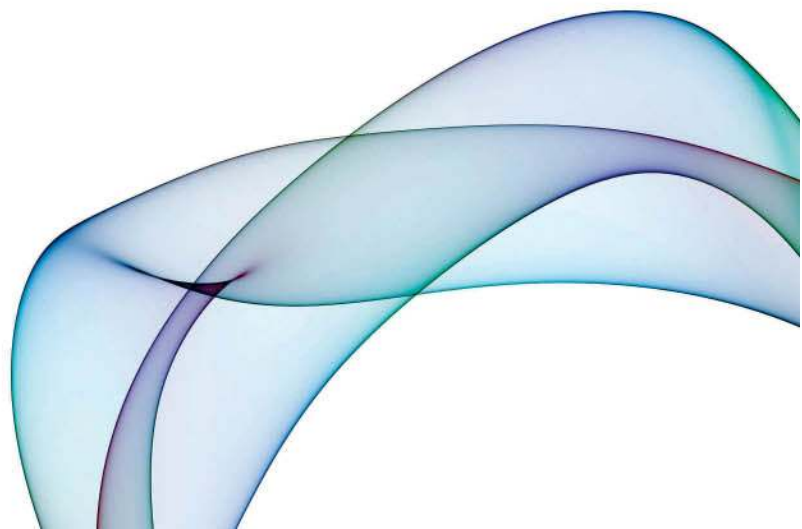
UK Criminal Record Checks (Standard Disclosure) – Conducted via the 'Criminal Records Bureau' (CRB) and available for individuals entering specific professions or roles where an exemption from the Rehabilitation of Offenders Act 'ROA' applies. The following sources are used when conducting Standard level checks; Police National Computer, and lists of excluded persons held by the Department of Health and Department for Education and Skills.

UK Criminal Record Checks (Enhanced Disclosure) – Enhanced disclosures are requested from the CRB and only available for individuals entering sensitive roles involving direct, one to one contact with children, vulnerable adults and certain other roles exempt from the ROA. Sources also include locally held police intelligence files.

Application Form and CV Review – A Candidate's completed application form will be reviewed for anomalies and discrepancies. Where a CV is provided a comparison will be made and inconsistencies highlighted.

Gap Analysis & Resolution – Occasionally gaps can be used to conceal bad employment experiences. Any gaps disclosed or identified during the screening process will be reconciled with the Candidate to establish whether they are legitimate periods out of employment, and will be detailed in the Final Report.

Use of Paper Application Form – Vero Screening offers clients sophisticated and highly user-friendly online application forms at no cost. These can be branded accordingly. In order to encourage clients to use the online forms and benefit from general process improvements including reduced paper flow, improved data quality and quicker turnaround times, Vero Screening will apply a nominal surcharge per candidate where clients choose to use paper application forms instead.



Technology and Innovation

Truly market leading technology is at the heart of our business. Over many years our in-house development team has been responsible for building end-to-end screening applications on behalf of the largest employee screening companies. We have reappraised the traditional methodologies and distilled this technical experience to create an inherently different way of managing the process, resulting in marked improvements in all areas. We offer clients the benefit of all this experience with our state-of-the-art solution 'Vero Live'.

'Vero Live'

Vero Live is a suite of applications under a single login. The system supports our delivery team by organising and driving all aspects of the service from customer relationship management through to archiving and purging of the final employee report.

Vero Live is secure, complying fully with data protection legislation, and features a range of performance management reports. Additionally, the system manages our criminal record checking process and contains many other unique benefits to enhance our client experience.

Most other screening systems could be classified as 'static'. Crucially, Vero Live is a *pro-active* solution – driving workflow to ensure that no individual check can be left unstarted or without regular follow up by the research team members.

Transparency

We are committed to absolute transparency to our customers. From the Vero Live web interface a full audit history can be viewed for every screening, or component of a screen. The audit trail shows when, (to the minute) a new screening was received, when it was started, when the reference requests were sent and followed up, when responses were received, when database checks were performed, and when quality checks were carried out.

The audits track everything we do, and even provide visibility on when references are next due to be chased.

Vero Live can produce detailed reports about the status of all screens at the click of a button. There are a range of reports available including basic turnaround times and screening volumes, daily summaries of activity from the previous day, and overviews by industry sector.

Criminal Record Checks

In addition to general screening results, the progress of Criminal Record Checks can be viewed online through the Vero Live interface. Audit histories, and status details can be monitored as well as when records should be purged to maintain compliance with data protection.

Branded Online Application Forms

Vero Screening offers FREE branded online application forms for your candidates to complete.

We can change logos, font styles, colours, wording, and data fields throughout the questionnaire to match your corporate identity and to reflect the level of screening required.

There are many benefits to using an online questionnaire some of these are listed below. Most importantly an online questionnaire can improve the candidate experience, and Vero's turnaround times.

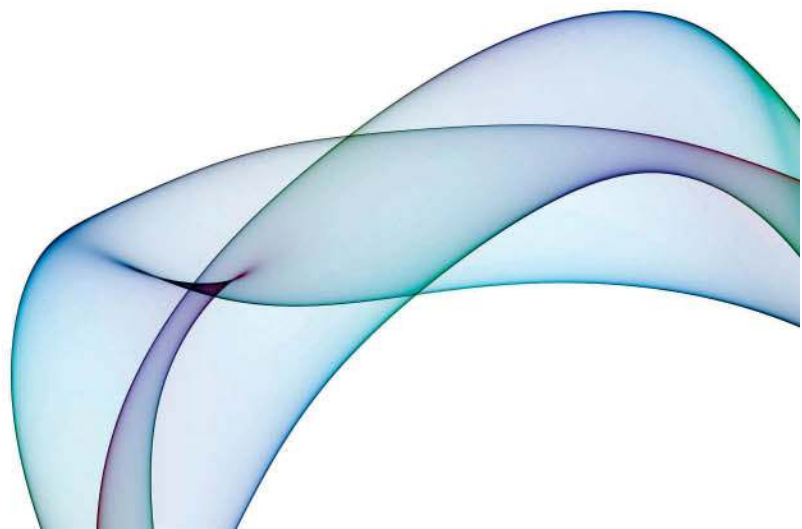
- More secure delivery than e-mail, fax or post
- A fast, simple process improving the candidate experience
- Mandatory fields can be set that will result in less contact with the candidate and therefore time will be saved
- No unaccounted gaps can be left in the candidate's history
- No issues with unreadable handwriting for HR and Vero's Researchers

Integration Projects

We have developed a generic HR-XML compliant interface into Vero Live. This will allow your own systems to send candidate information to Vero Live directly. Vero Live can then return screening results and status checks on the screening throughout the process.

This integration can be used by Applicant Tracking Systems, HR management Systems, and/or your own bespoke software to improve the efficiency and accuracy of the process.

Our in-house development team can quickly modify our data schemas to suit your needs and effectively integrate into your systems.



Criminal Record Checks

Basic Disclosure

These can be applied for via the Scottish Criminal Records Office (SCRO) and detail 'unspent' convictions only. With consent and forewarning, the check can be applied to any individual.

Standard Disclosure

Positions requiring Standard Disclosures include medicine/dentistry, some financial positions, the legal profession, and also those working in limited capacities with children or vulnerable adults. A Standard Disclosure details 'spent' and 'unspent' convictions, cautions, reprimands and warnings held on the Police National Computer (PNC), as well as information held by the Department of Health and Department for Education and Skills.

Enhanced Disclosure

Positions qualifying for Enhanced Disclosures, are those where normal duties include caring for, training, supervising or being in sole charge of children or vulnerable adults. It also includes those from the medical fields, and for judicial appointments. Enhanced disclosures provide detail of spent and unspent convictions, cautions, reprimands and warnings held on the PNC, as well as information held by the Department of Health and Department for Education and Skills. It may also include relevant non-conviction information held by local police.

Deciding which type of disclosure you require depends on several factors. If appropriate, we would be delighted to guide you.

TECHNICAL DIFFERENCE

Tracking

The progress of Criminal Record Checks can be viewed online through the Vero Live interface. Audit histories, and status details can be monitored as well as when records should be purged to maintain compliance with data protection. Status spreadsheets of all your open Criminal Record Checks can be downloaded for a full summary, and easily viewed in MS Excel for filtering and sorting.

A built-in document wizard will help you to check that you have obtained all the correct documentation from the candidate.

Online Disclosure Forms

We also offer the ability for your candidates to complete the disclosure form online, this helps reduce the number of mistakes that can be made on the form and saves time in the overall process.

HELP & GUIDANCE

If you require any information, assistance or guidance in setting up your own Criminal Record process please contact us on telephone number: **+44 (0)1273 203 090** or email: **intouch@veroscreening.com**

International Capabilities

The key to international screening is understanding the differences.

The global talent pool contains more trained and skilled workers than ever before, increasing competition for jobs and providing opportunities for fraudulent applications. In turn this increases the need to verify qualifications and work experience to ensure the Candidate meets the job criteria.

Our clients seek to integrate their recruitment and selection procedures on a global basis, with the aim of achieving consistency in all countries in which they operate. The acceleration of changes sweeping through today's workplace puts a greater burden on Recruitment and HR Managers to implement such measures.

Vero Screening has the capability to conduct checks globally and will seek to obtain overseas confirmations to the same high level as the UK depending on availability. We enable clients with end-to-end outsourced solutions to set up internationally compliant background checking programs.

We constantly re-assess methodologies and partners to ensure our clients always receive the best service. We work hard to understand and address the key challenges:

- **Legal compliance** – In Europe we comply fully with the European directive on Data Protection – Directive 95/46/EC as well as the UK Data Protection Act 1998 and have data transfer agreements in place with our non EEA based partners.
- **Limitations in public record information** – access is limited either by law or the lack of reliable, accessible data. We have analysed global availability and developed processes for obtaining information in most countries, where it is legitimate to do so.
- **Language issues** – We actively recruit linguists to support us in delivery of services around the world. Where Vero Screening does not have a language capability, we use tried and tested sub-contractors.
- **Managing local cultures and practices** – sometimes where you expect similarity, you have to accept difference. Knowledge of cultural differences and a respect for local practices allows us to replicate wherever possible background checks internationally

If you have requirements for any checks please contact our team and we will be able to provide guidance on the availability of information, timeframes, and cost.



EMPLOYEE SCREENING

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