



Unsuitable Work-seekers Policy

Company Name	Higrade Recruitment Ltd
Topic	Unsuitable Work-seekers
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Version	1

Regulation 20 of the Conduct Regulations require that where we have placed a work-seeker with a client and information later comes to light which gives reasonable grounds to believe that the work-seeker is unsuitable for that position, we will notify the client and perhaps end the temporary assignment.

Regulation 20 – steps to be taken for the protection of the work-seeker and the hirer.

Highgrade Recruitment Ltd will not supply a work-seeker unless we have taken reasonably practicable steps to ensure that the client/work-seeker are aware of the requirements imposed by law, or by any professional body which must be satisfied to work in the position.

We will make all reasonably practicable enquiries to ensure that it would not be detrimental to the interests of the work-seeker or client for the work-seeker to work for the client in the position.

Where, during supply, we receive/obtain information which gives reasonable grounds to believe the work-seeker is unsuitable, we shall without delay:

- (a) inform the client
- (b) end the supply of the work-seeker to the client.

Where we receive or obtain information which indicates that the work-seeker **may be** unsuitable, but that information **does not** give it reasonable grounds to believe the work-seeker is unsuitable, we shall:

- (a) inform the client of the information
- (b) commence making further enquiries as are reasonably practicable as to the suitability and inform the client of any information we receive/obtain.

Where the enquiries lead Highgrade Recruitment Ltd to have reasonable grounds to believe that the work-seeker is unsuitable for the position concerned we shall:

- (a) inform the client of the information
- (b) end the supply of the work-seeker to the client

Practical

Unsuitability and data protection rules.

The sort of information that might indicate a worker is unsuitable will depend on the circumstances, this may include:

- a criminal conviction that should have been disclosed
- qualifications found to be false
- a medical condition that means the worker may either be at risk by performing the work or s/he may be placing others at risk.

This should be the sort of information that would mean we would not have put the work-seeker forward in the first place: the information must be more than just gossip.

Highgrade Recruitment Ltd will comply with the Data protection laws (including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018). We will hold personal data to process personal data only where we have a legal basis to do so, and then to process accurately, fairly, only for so long as necessary and to have appropriate technical and other safeguards in place.

It is likely that the “processing” of personal data under Conduct Regulation 20 will satisfy the requirements of Article 6 (regarding the lawful basis for processing personal data) and Article 9 (regarding the processing special category data) of the GDPR and Sections 10 and 11 of the DPA 2018.

Highgrade Recruitment Ltd will endeavour to check and verify the accuracy of any information we receive/obtain.

We will therefore ensure that if this situation does arise that we do not disclose more information to the client than is necessary. Where it is suitable to do so we may simply state that “the worker is being withdrawn pending investigations into their suitability” without stating what the allegations are.