

5.3 Appendix

APPENDIX A – MINIMUM VETTING STANDARDS

The following minimum vetting standards are required for the following employee(s):

Employee Role	Vetting Checks
<p>NEW POL EMPLOYEE</p> <p>All Post Office Limited employees. EXCLUDING: Financial Services, Crown Branch staff, CRMs and Supply Chain</p>	<p>Stage 1 Post Office previous employee check</p> <p>Right to work in the UK – manual process or Digital ID process</p> <p>Proof of identity, proof of address and proof of National Insurance</p> <p>Basic disclosure</p> <p>Sanctions list</p> <p>3 year work history references</p>
<p>DIRECTLY MANAGED BRANCH</p> <p>Crown Branch Staff</p>	<p>Stage 1 Post Office previous employee check</p> <p>5 year Voter Roll and Credit Reference checks</p> <p>Right to work in the UK – manual process or Digital ID process</p> <p>Proof of identity, proof of address and proof of National Insurance</p> <p>Basic disclosure</p> <p>Sanctions list</p> <p>3 year work history references</p>
<p>REGULATED FINANCIAL SERVICES</p>	<p>Stage 1 Post Office previous employee check</p> <p>5 year Voter Roll and Credit Reference checks</p> <p>Right to work in the UK – manual process or Digital ID process</p> <p>Proof of identity, proof of address and proof of National Insurance</p> <p>Basic disclosure</p>

	<p>Directorship/Companies House searches</p> <p>FCA Register checks</p> <p>Sanctions list</p> <p>5 year work history references</p>
SUPPLY CHAIN	<p>Stage 1 Post Office previous employee check</p> <p>5 year Voter Roll and Credit Reference checks</p> <p>Right to work in the UK – manual process or Digital ID process</p> <p>Proof of identity, proof of address and proof of National Insurance</p> <p>Basic disclosure</p> <p>Service Industry Authority (SIA) Licence</p> <p>Sanctions list</p> <p>5 or 10 year work history references based on BS7858</p>
CEO, GE and SLP	<p>Stage 1 Post Office previous employee check</p> <p>5 year Voter Roll and Credit Reference checks</p> <p>Right to work in the UK – manual process or Digital ID process</p> <p>Proof of identity, proof of address and proof of National Insurance</p> <p>Directorship/Companies House searches</p> <p>FCA Register checks</p> <p>Sanctions list</p> <p>Service Industry Authority (SIA) Licence (CViT – if required)</p> <p>10 year work history references</p>