

**POLICY AC**  
**PEOPLE SCREENING POLICY**



**Principles**

The following will apply for any staff working on the Barclays Account:

- The company will take a risk based approach to decide if additional screening is required on individuals rehired after a gap of less than 3 months, however evidence of Legal Right to Work will be obtained in all cases.
- The company will implement and apply procedures to manage exceptions to the pre-employment screening procedures relating to legal restrictions.
- The company will implement procedures to manage exceptions to pre-employment screening relating to screening failures. Agreement from Barclays Accountable Executive should be obtained if individuals failing the checks are assigned to Barclays.
- The company will implement procedures to manage exceptions to pre-employment screening relating to operational issues. Alternative compensating controls should be agreed with the Barclays Accountable Executive and the Business Unit Risk Owner.
- The company will have procedures to manage exceptions to pre-employment screening relating to incomplete checks due to lack of evidence. Agreement from Barclays Accountable Exec should be obtained prior to assignment if screening evidence cannot be obtained.