

Employment Practices & Policies Guide

Pre-employment

1. Get a written CV.
2. Get an application form filled out prior to interview.
3. Do background checks on the information provided.
4. Interview in person and use a panel – one can watch for body language and reactions while another makes notes.
5. Have a list of questions (so you cover all the necessary points).
6. Drill down on answers to see if they are really telling you the truth e.g. ask for examples of how they would handle a certain situation.
 - Ask for more details.
7. Talk to all referees. Be cautious if they do not want you to talk to their current employer.
 - Have a list of questions.
 - Ask if they would re-employ.
8. Consider Police and credit checks and get permission – Police are now on line and the Police require you to sign a Memorandum of Understanding.
9. Have written agreements signed before they start work. Keep your copy in a secure central system of storage.

Post-employment

10. Have clear policies for cash handling, creditor payments etc e.g. at least 2 signatories, authorisations, 2 people to count cash, separate record of payment being received etc.
11. Have a 2nd person check all payments and look at the source material:
 - Check that payments are to the correct bank account.
 - If in doubt call the company to check on the invoice.
12. Regularly check that your policies are being adhered to and treat seriously any breaches of policy. Depending on the circumstances start with a little chat, if that does not do the trick you need to enforce compliance by taking more serious performance or discipline action as appropriate. The policies are there for a reason – do not ignore them in practice.
13. Enforce annual leave provisions. Often fraudsters do not take annual leave because in their absence discrepancies are uncovered.

