

Policy	References
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1. Introduction

There is no legal obligation for the Company to provide references for current or former employees. However, it is the Company's policy to provide references on request unless there is a good reason not to.

In providing a reference, the Company will take care to the employer who is requesting the reference and the employee who is the subject of the reference.

The Company will ensure that all references are true, fair, accurate and not misleading.

2. Receiving a reference request

It is the Company's policy that reference requests should only be made by <<state job title e.g. the HR Manager>>. Any reference requests should be passed to the HR Manager>>.

3. Content of the reference

All references will be provided in writing.

EITHER [The Company will only provide a reference confirming the employee's job title and dates of employment]

OR

[References shall contain factual information about an employee's performance]

Information to be provided in the reference shall include:

- the dates on which the employee's employment with the Company began and ended;
- the employee's job title;
- a short description of the employee's duties and responsibilities;
- factual information about the employee's performance;

References for current or former employees will only be provided on request.

The Company will take care to the employer who is requesting the reference and the employee who is the subject of the reference.

The Company will ensure that all references are true, fair, accurate and not misleading.

References for current employees may be given by the employee's line manager OR the HR Manager>>. Any reference requests should be passed to the HR Manager>>.

References should not be provided in writing.

The Company will only provide a reference confirming the employee's job title and dates of employment.

References shall not contain subjective views or opinions about an employee's performance. Any factual information should be backed up by fact.

Information to be provided in the reference shall include:
the dates on which the employee's employment with the Company began and ended;
the employee's job title;
a short description of the employee's duties and responsibilities;
factual information about the employee's performance;

- factual information such as requested; and
- the reason for termination

and attendance record, if

4. Dealing with further enquiry

the employer

If the prospective employer asks for information given in the reference, the manager will ensure that they do not go beyond the content of the information provided. Where possible, any such enquiry should be handled to avoid any subsequent confusion.

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5. Dealing with other types of request

Reference requests from banks, building societies or other financial organisations, to verify an employee's salary in support of a loan application, must be forwarded to the HR Manager, who will contact the employee to get approval (if it has not already been given) before a response is given.

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6. Data Protection and Confidentiality

All references must be kept confidential.

The Company will process employee references in accordance with its Data Protection Policy. It will ensure that any reference requests are genuine and that the employee wishes the reference to be provided.

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This policy has been approved by:

Name: <<Insert Name>>

Position: <<Insert Position>>

Human Resources Manager>>

Date: <<Date>>

Signature: