

1. Context

The primary objective of this procedure is to ensure Clenton's Transport adopt a holistic approach to background screening checks with an aim not to employ or engage persons who may be reasonably considered an integrity risk to Clenton's Transport employees and/or customer owned assets, and to help assess the qualifications and suitability of an applicant for a position.

It should be made clear from the outset that Clenton's Transport does not consider that a criminal record should automatically exclude an individual from employment or promotion. Every circumstance must be assessed on its own facts, and this procedure is aimed at providing assistance to do that.

2. Scope

This procedure applies to all Clenton's Transport's operations, transport activities and associated persons and contractors, including:

- Direct employees involved in the CoR;
- Contractors and supply chain partners whose activities are directed by, or may impact upon our operations and employees, including risk management processes; and
- Drivers and contracted drivers of heavy vehicles driving for, or on behalf, of us.

Relevant checks must be made prior to the finalisation of the employment process (e.g. before an offer of employment or promotion is made to an individual or engagement of a third party).

3. Acronyms, Definitions and References

REFERENCES for this procedure include:

CoR: Chain of Responsibility

CoR Parties are described in the CoR Policy of our Transport Safety Management System (TSMS) and include Registered Operator, Prime Contractor, Transport Operator, Consignor/Consignee, Loading Manager, Loader and Unloader, Scheduler, Packer and responsible persons.

4. Procedures

- 4.1 Prior to the finalisation of any employment process, the hiring manager responsible for the appointment must conduct an assessment of the position or role being filled (taking into account the nature, responsibilities and risks associated with the position or engagement) to determine what level of background screening ought to be conducted on the preferred candidate including, but not limited to:

- Proof of identity and address;
- Details of education and employment history (especially current employer);
- Proof of a right to work in the country of employment;
- Criminal history;
- Medical, including Drug & Alcohol tests;
- Character (including personal and professional references).

5. Initial background checks

Proof of identity check

- 5.1 Of all of the employment screening checks, identity verification is the most fundamental, and should be carried out in all circumstances.
- 5.2 It should be the first check that is conducted, and no other parts of the screening process should be commenced until you are satisfied that an individual's identity is satisfactorily proven. The simplest means of verifying an individual's identity is by sighting original identity documents, which contain:
 - A photo;
 - Signature;
 - Date of birth; and
 - Full permanent address.
- 5.3 A driver's licence or passport is perfect for this.

6. Proof of a right to work

- 6.1 In order to be employed by Clenton's Transport, all candidates are legally required to have what is referred to as 'the right to work' or equivalent in Australia.
- 6.2 Applicants are able to establish this right by producing (as a minimum) the following supporting documents as evidence of entitlement to work in the country of operation applicable to the position:
 - Birth certificate;
 - Certificate of citizenship;
 - Current passport;
 - Evidence of permanent resident status; or
 - Visa with entitlement to work in country.

7. Police checks for employees

This is considered to be a core component of Clenton's Transport employment screening processes.

Employment Police Check Disclosure Form

- 7.1 All applicants will need to complete an Employment Police Check Disclosure Form.
- 7.2 Applicants can choose not to answer certain questions which is their right.
- 7.3 It is the responsibility of the Hiring Manager to review the Employment Police Check Disclosure Form and to assess whether the candidate engagement should proceed. If you are in doubt regarding a disclosure, please forward it to the Global Head of Security for review and approval.
- 7.4 All police checks results which indicate that the person has been convicted of an offence, i.e. has a Disclosable Court Outcome (DCO) must be escalated to Clenton's Transport.

8. Validity of police checks

- 8.1 A police check is valid for 6 months.
- If an employee is converting from contingent to permanent, the police check is valid within a 6-month cut-off period.
 - If an employee has left Clenton's Transport and is returning, the police check is valid within the 6-month cut-off period.

9. Education and employment history

- 9.1 Education and employment history checks help us to build up a picture of the candidate's honesty, reliability and integrity.
- 9.2 We also need to be sure that a person has the skills and qualifications that they say they have, and which may be crucial to their ability to meet the demands of the position or role they are seeking. It is also important that due diligence checks are conducted in countries where police checks cannot be conducted.

10. Character assessments

- 10.1 In order to establish a history of probity, personal references and employment references (where the applicant has had more than one employer) for a minimum of five years, should be sought. References should be obtained from persons to whom the applicant has reported directly.

11. Pre-Employment Medical and Drug & Alcohol tests

- 11.1 Pre-employment medicals must be conducted for new employees to medically assess the workers job capability and fitness for work (dependant on the role).
- 11.2 Information provided to the medical practitioner must include:
- name and address of business,
 - name and date of birth of the worker,
 - proposed worker start date (for the job or the specific task),
 - any applicable Task Analysis Sheet for the worker and/or the physical requirements of the workers position
 - specific information on the type of work, potential exposure to hazardous chemicals and why monitoring is required, and
 - job description.
- 11.3 The format of pre-employment medicals may vary and is determined in consultation with a medical practitioner within each state. Minimal requirements for pre-employment medicals include:
- medical history questionnaire,
 - physical examination,
 - audio, vision
 - drug and alcohol screening,
 - functional capacity evaluation (for job/task), and
 - immunisations

12. Commercial Drivers Medical

- 12.1 Drivers of commercial vehicles such as trucks, buses, taxi, uber, and vehicles carrying dangerous goods must meet certain medical standards to ensure public and personal safety.
- 12.2 Professional driving requires strong focus, excellent visual acuity, fast instincts, good judgement, and the ability to respond quickly. Hence, the physical capability of drivers are of utmost importance.
- 12.3 Commercial vehicle drivers are required to comply with legislation, and be certified as 'fit to drive', in accordance with the Assessing Fitness to Drive 2016 standards for commercial vehicle drivers, published by Austroads and the National Transport Commission.
- 12.4 Medical assessments must be carried out 3 yearly for commercial drivers below the age of 50, and annually for those drivers 50 and over.

13. General Responsibilities

Owner/Employer/ Executive Officer

The Executive Officer is primarily responsible for exercising 'due diligence' in establishing, implementing and maintaining employee employment programs. The Executive Officer will allocate suitable resources and ensure that, appropriate systems are implemented, monitored and, where required, the necessary changes made.

Managers and Supervisors (also Executive Officer under HVNL), Hiring Manager

Managers, supervisors and Hiring Managers are responsible for ensuring the implementation of all employee employment programs into the day-to-day operations of the organisation. Managers will ensure that:

- The employee employment, Procedure and Framework is effectively implemented and followed within their area of control prior to the employment of any person.

14. Related Policies

This procedure has been developed in conjunction the Transport Safety Policy.

15. Supporting Forms/Record Keeping

Forms generated by this procedure and other related records are listed below.

Title or group of documents	Location	Responsible Party or Role	Minimum Retention Period
Driving Test Assessment Sheets			
Employment Police Check Disclosure Form			
Reference Check Form			

16. Procedure Quality Control

Policy:	Policy 01 Transport Safety Policy
Compiled By:	
Groups Consulted:	
Approved By:	
Date:	12/20
Review:	12/21
Filename:	TSMS Procedure 09 Employment Screening.docx