

Employee References Policy

We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non-written format.

We can produce information on request in large print, Braille, tape and on disk. It is also available in other languages. If you need information in any of these formats please contact us on Freephone 0800 479 7979.

如果你向我們提出要求，我們可以為你提供本資訊的其他語言的版本，或者是盲文或磁帶。如果你需要本資訊的任何一種這些版式的版本，請聯繫我們，電話號碼是 0800 479 7979。

Si vous nous le demandez, nous pouvons vous remettre ces informations en d'autres langues, en braille ou sur cassette. Si vous souhaitez que ces informations vous soient fournies sous l'un de ces formats, contactez-nous en composant le 0800 479 7979.

چنانچه مایل باشید می‌توانید این مطالب را به فارسی یا زبان‌های دیگر و همچنین بریل و یا بر روی نوار کاست دریافت دارید. در صورت نیاز خواهشمندیم با شماره تلفن 0800 479 7979 با ما تماس بگیرید.

ਜੇ ਤੁਸੀਂ ਸਾਨੂੰ ਬੇਨਤੀ ਕਰੋ ਤਾਂ ਅਸੀਂ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਹੋਰ ਭਾਸ਼ਾਵਾਂ, ਬ੍ਰੇਲ (ਨੋਤਰੀਟਾ ਲਈ ਭਾਸ਼ਾ) ਵਿੱਚ, ਜਾਂ ਟੇਪ ਉੱਪਰ ਦੇ ਸਕਦੇ ਹਾਂ। ਜੇ ਤੁਹਾਨੂੰ ਇਨ੍ਹਾਂ ਵਿੱਚੋਂ ਕਿਸੇ ਰੂਪ ਵਿੱਚ ਚਾਹੀਦੀ ਹੋਵੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ 0800 479 7979 ਨੰਬਰ 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

Na Pana/Pani życzenie możemy zapewnić te informacje w innych językach, alfabetem Braille'a lub na kasecie. Jeśli chciał(a)by Pan(i) uzyskać te informacje w którejś z tych form, prosimy skontaktować się z nami pod numerem telefonu 0800 479 7979.

Haddii aad na weydiisato waxaanu warbixintan kugu siin karaa iyadoo ku qoran luuqad kale, farta ay dadka indhaha la' akhriyaan ama cajalad ku duuban. Haddii aad jeclaan lahayd in warbixintan laguugu siiyo mid ka mid ah qaababkaas, fadlan nagala soo xidhiidh telefoonka 0800 479 7979.

По вашей просьбе данная информация может быть предоставлена на других языках, шрифтом Брайля или в аудиозаписи. Если вам требуется информация в одном из этих форматов, позвоните нам по номеру 0800 479 7979.

Approval body	Group Executive
Date of approval	July 2022
Review Year	2025
Customer engagement required	No
Trade union engagement required	Yes – For Info
Equality Impact Assessment	No

1. POLICY PURPOSE

This policy sets out Wheatley Homes Glasgow's ("WHG") policy on providing references for current and former employees and in relation to requesting references for prospective employees.

2. POLICY APPLICABILITY

This policy applies in relation to all employees and prospective employees of WHG. It does not form part of any employee's contract of employment.

This policy covers:

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3. PROVISION OF REFERENCES FOR CURRENT AND FORMER EMPLOYEES

Current or former employees who wish to use WHG as a referee in relation to other employment should ensure that any reference request is addressed to their line manager who will arrange for the request to be dealt with by the Recruitment team. References will generally be dealt with within 14 days of receipt.

An employer is not obliged by law to provide a reference for any current or former employee, and we may choose not to provide a reference at any time. If a reference request is refused, the refusal will be confirmed in writing to both the requesting employer and the former employee generally within 14 days of receipt.

Open references will not be given.

Where we do provide a reference further to a request, the reference will generally comprise of a written factual reference only, confirming dates of employment, job title and salary.

4. REFERENCES FOR POTENTIAL EMPLOYEES

WHG is committed to recruiting people who will contribute to our success as an organisation. All offers of employment are therefore made conditional on receipt of two satisfactory references, one from a former employer. Should we receive an unsatisfactory reference, we may withdraw our offer of employment at our sole discretion.

In circumstances where an employment reference cannot be obtained due to either the applicant only ever having one employer, or the company that the person worked

for has been dissolved then we will accept one employment reference and two-character references. In these circumstances this needs to be authorised by the Director of People Services.

5. DATA PROTECTION ACT 2018

Requests for copies of references, given or received, will be dealt with in accordance with the Data Protection Act 2018 and General Data Protection Regulations 2018.
