

UNSUITABILITY DECLARATION

At Commercial Consultants (UK) Ltd, we take our compliance very seriously and do our very best to ensure that all relevant and legal documentation is obtained prior to the employment of one of our Candidates.

Should an incident arise where the relevant documentation has not been obtained or filled in correctly, we will do everything we can to obtain such details and/or documentation as quickly as possible.

If, within 3 months of placing the Candidate, we find them to be unsuitable in any of the relevant criteria given to us by our Client or by law we will follow the process below:

- On the basis of someone being found to be unsuitable for a position we have placed them in, we will inform the Client directly, with complete transparency, of the process of this individual's application and the circumstances that have led to this error.
- We will also contact the Candidate and inform them of the severity of the situation and that it may affect their employment. We would then take full responsibility and ownership of this error and do everything we can to rectify this situation, including reporting the incident to the REC if necessary.
- If a Candidate is deemed unsuitable by law (i.e. they do not have a valid Right to Work), in cases where the Candidate is working for a Commercial Consultants (UK) Ltd Client, the worker will be withdrawn from the company with immediate effect.

If an employee suspects that the relevant documentation or details have not been obtained, they are to report it to the Managing Director as soon as possible in order to resolve the situation.