



BS 7858:2019

BACKGROUND SCREENING SERVICES

EXTRA SECURITY LEVEL TO YOUR BUSINESS AND EMPLOYEES
Certified security screening for professionals working in the security field with EmploySmart™.

Powered by:  **CRIGROUP**
Corporate Research and Investigations

Times are changing, and the resources required to conduct background searches and investigations have strained businesses worldwide. With a dramatic rise in business liability associated with hiring the wrong individuals and the increase in penalties imposed on companies that extend from C-suites to Boards of Directors, businesses are taking a closer look at the systems, procedures and resources utilised to screen potential job candidates.

In trying to balance the effectiveness and accuracy of a background screening investigation with the limited time normally allowed to conduct such a search, the onus falls chiefly on the screening firm, and it's the ability to acquire timely information.

To serve our clients, CRI® develops **tailor-made background screening solutions that work seamlessly with virtually any hiring process.**

THE INCREASING RISKS OF HIRING

The Global Community has become one collective hiring pool. Thanks to technology, a top candidate for a high-level position in one corner of the world might hail from a remote province on the opposite side of the globe. This poses a significant problem for organisations looking to acquire the best talent:

- 1** How can you be confident your candidate truly has the skills, credentials, knowledge and experience they claim to possess?
- 2** More importantly, how can you be certain of the integrity, background and personal history of that candidate?

CERTIFIED SCREENING

CRI® is duly certified by British Standard Institute (BSI) for the scope of **BS 7858:2019** Screening of individuals working in a secure environment. Code of practice; and **BS 10200:2018** Code of practice for the provision of investigative services.

Our **EmploySmart™**, is a robust employment background screening service to avoid negligent hiring liabilities. Ensure a safe work environment for all in this difficult time - EmploySmart™ can be tailored into specific screening packages to meet the requirements of each specific position within your company.

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THE INCREASING RISKS OF HIRING

It is important to know that the **BS7858:2012 standard has been replaced with the new BS7858:2019 standard**. The British Standards Institutions have released a new edition which has brought the standard up to date and features a number of changes.

At CRI® we know how important is your background screening to your company's success and to give you an idea of what is new we have produced this ebook detailing the differences between BS7858:2012 standard and the new BS7858:2019 standard.

CHANGE OF SCOPE

The change of scope is possibly the biggest change of the standard. In the old document, the standard concerned the security sector only. However the scope has been amended to allow organisations in all environments to adopt the standard. for the screening of their staff. The standard is not aimed just at personnel working in a security role but all personnel, specially in cases such as the current pandemic.

There is a specific section of the standard that relates to risk management which states: "An integral part of risk management is to provide a structured process for organisations to identify how objectives might be affected. It is used to analyse the risk in terms of consequences and their probabilities before the organisation decides what further action is required".

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TOP MANAGEMENT

Another large change is the 'top management' requirement. This is in line with the focus in recent years shifting to corporate social responsibility and compliance.

We have already seen many organisations and regulations such as GDPR and the FCA that specifically require top management to become engaged and take an active interest in compliance and BS7858:2019 follows that trend.

By 'Top Management' the standard means the people controlling the organisation at the highest level and it can be argued that this is a response to the ever-increasing requirement for businesses to fully engage with compliance requirements such as GDPR.

The standard gives a list of commitments that managers should sign up to including;

- Ensuring that the resources and infrastructure that make screening possible are available.
- Directing their subordinates to contribute fully to the screening process
- Making sure that the responsibilities required by the screening process are assigned and that the organisation understands who is carrying these out.
- Giving people the correct authority to carry out the process.
- Being fully committed to the screening process and to satisfying the requirements of the standard.
- We believe that the top management requirement is an important step forward and marks a sea change in the way that screening and data protection is viewed.



YOU SUSPECT EMPLOYEE FRAUD. NOW WHAT?

When any type of fraud, including employee fraud, is discovered, it's usually by surprise. That's because most of us aren't used to looking for criminal behaviour inside our own organisation. We trust our employees and co-workers, and we keep our focus on succeeding as a team and accomplishing our goals for the business. Nobody wants to think that someone might be subverting the rules for their own personal gain.

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A RISK-BASED APPROACH TO HIRING

The standard now takes a 'risk-based' approach to the employment of individuals.

The idea is that the standard shouldn't be used to block hiring simply because of an adverse result, instead, managers are encouraged to assess the risk on an individual basis.

Managers shouldn't simply reject any candidate who has an adverse finding as a result of the screening process. In fact, they should reject the candidate only if they are not suitable for the role.

For example, a higher level of risk is attached to people who have direct responsibility for the company bank account and the organisation would be justified in rejecting someone who has a history of theft offenses.

ULTIMATE RESPONSIBILITY

In the new standard, it has been made clear that the responsibility for the security and effectiveness of the screening process rests with the organisation itself. This means that even when outsourcing to another company, the employers still retain ultimate responsibility for the process.

CHARACTER REFERENCES

One of the requirements in the old standard was the need to collect personal character references. However in the new standard, this has been dropped as it was seen as too easy to abuse.

EXAMPLE FORMS

The earlier standard had a series of example forms that employers could use to obtain authorisations and track progress.

In BS7858:2019 these are all new and so it is important that if you are using the old format that these are discarded and the new versions used.

At CRI® we naturally changed the forms used in our online process and will always change in line with new regulations.

NINE VERY IMPORTANT CHANGES:

1. Staff already screened to previous versions of the standard are not required to undergo screening to the new standard providing evidence of the previous screening can clearly be demonstrated

2. The security screening period remains 5 years unless lengthened to account for contractual or legislative considerations and/or specific industry standards
3. More robust confirmation of identity checking process
4. The level of CCJ's or bankruptcy has increased from £5,000 to £10,000
5. Credit check to be done before any offer of employment made
6. Check of the financial sanctions list to be conducted
7. Five years employment confirmation is now the minimum and should be extended to meet specific requirements
8. Confirmation of gaps in employment have now increased from 28 to 31 days
9. The security screening period goes back to the age of 16 instead of the



10 TOP RISKS FACED IN THE HIRING PROCESS

Hiring new employees is an essential part of operating, and growing, a successful business. It is also a process that presents an inherent risk to any organisation. Fraud and other criminal acts are often committed by company insiders, the very people that are trusted to work for the business's best interests. While most employees might be honest and trustworthy, it only takes one to cause major unforeseen problems that can be hard to predict, and even more difficult to undo.

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age of 12 if this date is more recent than the start of the 5 year security screening period.

At CRI® we have made the appropriate changes to our BS7858 services and clients can be reassured that full compliance will continue as normal at no extra cost. Remember, if you conduct screening to BS7858 you must have relevant policies in place together with the following:

BS7858 requires a screening file (electronic or paper) is to be established for each individual to include the following:

- Copies of original documents produced by the applicant including passport, UK driving licence and/ or birth certificate as part of confirmation of right to be in the UK and part of the normal recruitment process
- Copy of CV or application form as part of the normal recruitment process
- Original criminal record check, Disclosure form or copy of the SIA licence
- Evidence that the screening has been conducted and includes:
 1. Proof of identity
 2. Evidence of employment history confirmation
 3. Periods of unemployment
 4. Records of self-employment
 5. Periods of residence abroad
- 6. Evidence of character references
- 7. Any other information which may be relevant such as issues which you have reviewed and accepted the risk i.e. poor credit history

The above information should be kept for 7 years.



ADDRESS RISK WITH EMPLOYEE BACKGROUND CHECKS

There are inherent risks in the hiring process, including fraudulent claims by candidates. These include everything from relatively minor transgressions, like stretching employment dates, to serious and concerning deceptions, such as claiming unearned degrees or credentials, or hiding one's criminal record.

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MIDDLE EAST BACKGROUND SCREENING: COMPLIANCE WITH PRIVACY LAWS

In every region and jurisdiction in the world, there are different regulations that govern what background screeners can and can't do in regards to providing pre- and post-employment screening services. The concern over individual privacy and data protection are hot discussion items globally. Companies that engage background screening firms for the Middle East need to make sure those investigators are following all rules and regulations in regards to privacy – or else they might face liability along with the screening provider.

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HELPING YOU MAKE INFORMED, SOUND DECISIONS

Risk management is a full-time, ongoing endeavor for organisations in today's business world, and it poses constant challenges. Unfortunately, fraud, bribery and corruption are major factors affecting businesses and agencies of all sizes and industries. Being proactive against these risks can mean the difference between success and ruin.

The Risk Management and ABMS Playbook provides tools, checklists, case studies, FAQs and other resources to help you lead your organisation into better preparedness and compliance. Our experts share their own plays to help you reduce risk, thereby preventing and detecting more fraud. The first section address risk management directly: proper third-party due diligence and critical background screening take center stage for this game plan. Section two tackles bribery and corruption, with tried-and-true measures you can implement to stay better protected and in compliance with strict laws and regulations.

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**WE COMBINE SPEED WITH
INDUSTRY EXPERIENCE
& SERVICE-ORIENTED APPROACH.
OUR EXPERTS CAN ACT ON YOUR
BEHALF, SUPPORTING YOUR
BUSINESS WITH LEGAL
& REGULATORY COMPLIANCE.**

In addition to providing thorough and accurate employee background investigations, CRI® goes one step further by offering a customised “**Employee Integrity Program**” which ensures that the organisation is protected from the many risks associated with the hiring process as a whole, and maintaining the legitimacy of employees after they’re hired.

Because of our exclusive global network of screening resources, we can efficiently conduct investigations in regions of the world that other screening companies (and the Internet) can’t reach.

Using this broad network, CRI® investigators can work deep in the field, travelling to remote destinations worldwide to conduct interviews, develop resources and even enlist local assistance to verify the information. We employ professionals from diverse backgrounds and multi-disciplined specialities to provide our clients with the highest level of service, and we’re able to produce quality results that fall within the constraints of tight timeframes and restricted budgets.

As a result of this unique access to information, we can provide our clients with data that no other vendor can.

BOOTS ON THE GROUND.

Online investigations alone don’t solve the problem. Local knowledge does. And that’s where CRI® outperforms the industry.

Because of this ability to conduct investigations in remote areas across the globe, we are frequently contracted by our competitors worldwide to provide the necessary investigative services needed to keep their clients out of trouble.

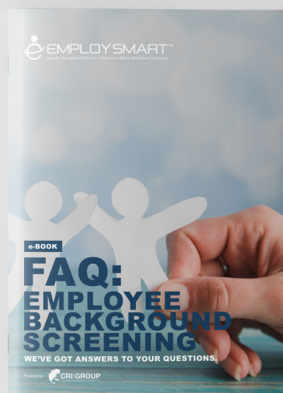
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BS 7858 SCOPE OF WORK:

The following background checks are included in the Scope of BS 7858:2019 revised standard: Identity, address and Right to Work in The UK verification in line with the DBS (Disclosure & Barring Service) document guidance.

1. Identity and address verifications;
2. Right to Work (The UK verification);
3. DBS (Disclosure & Barring Service, The UK verification);
4. Previous Employment, Unemployment, and Self-employment verification (covering the last five years and audit of any gap periods if greater than 31 days);
5. Educational Verifications;
6. Financial Integrity Verifications (bankruptcy and insolvency checks);
7. CCJ's Record up to £10,000 (The UK verification);
8. Civil Litigation Checks;
9. Directorship Checks;
10. Criminal History Record Checks; (level of Basic disclosure, which details unspent criminal convictions and conditional cautions or SIA Licence verification, The UK verification);
11. Global Sanctions/Watchlist check;
12. Social Media Background Checks; (Depending on roles such as senior or public relation roles – Recommended).

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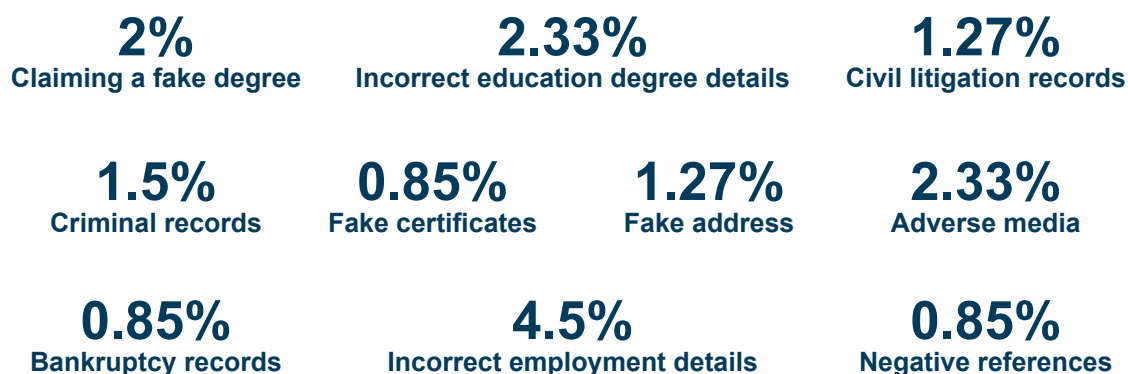


Get answers to frequently asked questions about background checks / screening cost, guidelines, check references etc. This eBook of compiled list of background screening related questions taken as a whole, is the perfect primer for any HR professional, business leader and companies looking to avoid employee background screening risks. It provides the tools and knowledge needed to make the right decisions.

[READ MORE](#)

WHY BACKGROUND SCREENING? BECAUSE THE NUMBERS DON'T LIE

Want to know what types of red flags are most often found on résumés and employment applications? Based on recent pre- and post-employment screening engagement, CRI® Group's EmploySmart™ experts provide insights into where companies are most vulnerable in the hiring process. **Out of all background screening cases (472) conducted by CRI Group between January-June this year (2020), our operations team found that total number of detected discrepancies was as high as 17.6% (83).** The following were found in recent background screening checks:



When someone intentionally provides false information their résumé, they are committing résumé fraud – usually in the hopes of gaining a competitive edge in the hiring process. “There are even business services out there that will knowingly assist candidates with changing their résumé in this way, such as offering advice on how to hide employment gaps or how to add false information that looks realistic. Some will even provide fake transcripts and fake letters of recommendation” (HR Daily Advisor, 2018).

→ **Want to dive deeper into the numbers? Read [“Background Screening Red Flags: Numbers Don’t Lie”](#) to learn more.**



BACKGROUND SCREENING RED FLAGS: NUMBERS DON'T LIE

Want to know what types of red flags are most often found on résumés and employment applications? CRI Group's EmploySmart™ experts provided some statistics on their latest pre- and post-employment screening engagements, and they give insights into where companies are most vulnerable in the hiring process.

[READ MORE](#)

BACKGROUND SCREENING – FREQUENTLY ASKED QUESTIONS (FAQS)

WHY CONDUCT PRE-EMPLOYMENT BACKGROUND CHECKS?

In order to protect the company from various potential risks, a background check is considered an imperative pre-employment screening step before making a hiring decision. Most of the time, companies assume that applicants are telling the truth on their resumes – but what if they are not? These checks are essentially an investigation into a person’s character – inside and outside of their professional lives. Some checks you probably already carry out in-house, such as: candidate’s qualifications (documents provided), work history (with a reference check), right to work in the country and even a quick social media presence scan.

WHAT ARE SOME OF THE POTENTIAL CONSEQUENCES OF A BAD HIRING DECISION?

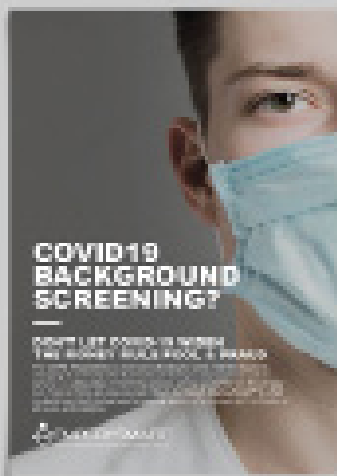
An organisation faces risks related to productivity, financial cost, time, reputation, and safety when it fails to properly screen candidates and hires underqualified or dishonest employees. Potential consequences include:

- Attrition and wasted hiring budgets
- Theft or embezzlement
- Damaged employee relations and morale
- Endangerment of employees, clients and business associates
- Lost productivity
- Litigation
- Public scandals and negative publicity

Source: hrzone.com

WHAT ADVANTAGES DOES PROPER BACKGROUND SCREENING PROVIDE AN ORGANISATION?

No organisation can afford to have employees on staff who aren’t what they claim to be. Even a seemingly innocent embellishment can indicate more background problems under the surface, and the potential for future problems down the road. A robust background screening process provides an extra layer of security that helps to avoid hidden costs of making hiring mistakes – costs like loss of productivity, wasted budgets, damaged employee relations, negative publicity or other major consequences.



The COVID-19 pandemic is undeniably affecting the world. And the situation continues to change at an hourly rate. Businesses are having to adapt quickly in order to survive, i.e. cutting steps in their hiring process, and no-one knows how this will continue to play out. However, there are ways you can mitigate the impact, learn how with this FREE ebook. It provides the tools and knowledge needed to effectively stay ahead of COVID-19.

[READ MORE](#)

EMPLOYMENT SCREENING:

CRI® Group's pre-employment screening and employee background investigations are two valuable components to our overall Employee Integrity Program (EIP) which provides effective risk management strategies and solutions designed to protect the organisation from the "Human Factor."

An EIP is considered vital for the well-being of the organisation and instils honesty among employees, encourages strong internal controls, builds highly visible and effective deterrents, safeguards corporate resources and reduces risk to the bottom line. CRI® offers EIP investigations that encompass:

- Background checks on senior or security-sensitive employees
- Professional pre-employment screening
- Monitoring & surveillance
- Spot checks on ethics compliance
- Substance abuse testing
- Risk analysis of the organisation
- Whistleblowing and complaint mechanisms
- Structured exit interviews
- Strict standard operational procedures to maintain control over the organisation

It is CRI® Group's objective to ensure that our clients are protected from the myriad risks associated with the recruitment process, and our Employee Integrity Program provides that assurance.

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OUR EMPLOYEE INTEGRITY PROGRAM

Further, such a program offers many intrinsic benefits that are vital for the protection of the organisation, as it:

- Instils honesty among employees
- Encourages strong internal controls
- Builds highly visible and effective deterrents
- Protects the organisation's reputation
- Reduces risk to the bottom line
- Protects corporate resources
- Enhances the company's value
- Offers risk analysis of the organisation
- Helps to develop whistleblowing and complaint mechanisms
- Provides structured exit interviews
- Promotes strict standard operating procedures to maintain control over the organisation

Utilising these advanced recruitment solutions offered by CRI® will greatly reduce the risks and liabilities associated with employee hiring while assuring that your hiring systems and processes effectively comply with international standards and regulations.

WHY CRI® GROUP?

Since 1990, Corporate Research and Investigations Limited “CRI Group” has safeguarded businesses from fraud and corruption, providing [insurance fraud investigations](#), [employee background screening](#), [investigative due diligence](#), [third-party risk management](#), compliance and other professional investigative research services. CRI Group’s expertise will add to the diverse pool of business support services available within your region



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ISO 37301 COMPLIANCE MANAGEMENT SYSTEMS
ISO 31000 RISK MANAGEMENT SYSTEMS
ISO 37002 WHISTLEBLOWING MANAGEMENT SYSTEMS UNDER DEVELOPMENT
ISO 37000 GUIDANCE FOR THE GOVERNANCE OF ORGANISATIONS UNDER DEVELOPMENT

ABAC ANTI-BRIBERY
ANTI-CORRUPTION
CENTER OF EXCELLENCE

WHY WORK WITH US?

- ✓ CRI® has one of the largest, most experienced and best-trained integrity due diligence teams in the world.
- ✓ We have a flat structure which means that you will have direct access to senior members of staff throughout the due diligence process.
- ✓ Our multi-lingual teams have conducted assignments on thousands of subjects in over 80 countries, and we’re committed to maintaining and constantly evolving our global network.
- ✓ Our solutions are easily customisable, flexible and we will tailor our scope to address your concerns and risk areas; saving you time and money.
- ✓ Our team of more than 50 full-time analysts is spread across Europe, Middle East, Asia, North and South America and is fully equipped with the local knowledge to serve your needs globally.
- ✓ Our extensive solutions include due diligence, employee pre & post background screening, business intelligence and compliance, facilitating any decision-making across your business no matter what area or department.



Zafar I. Anjum, Group Chief Executive Officer

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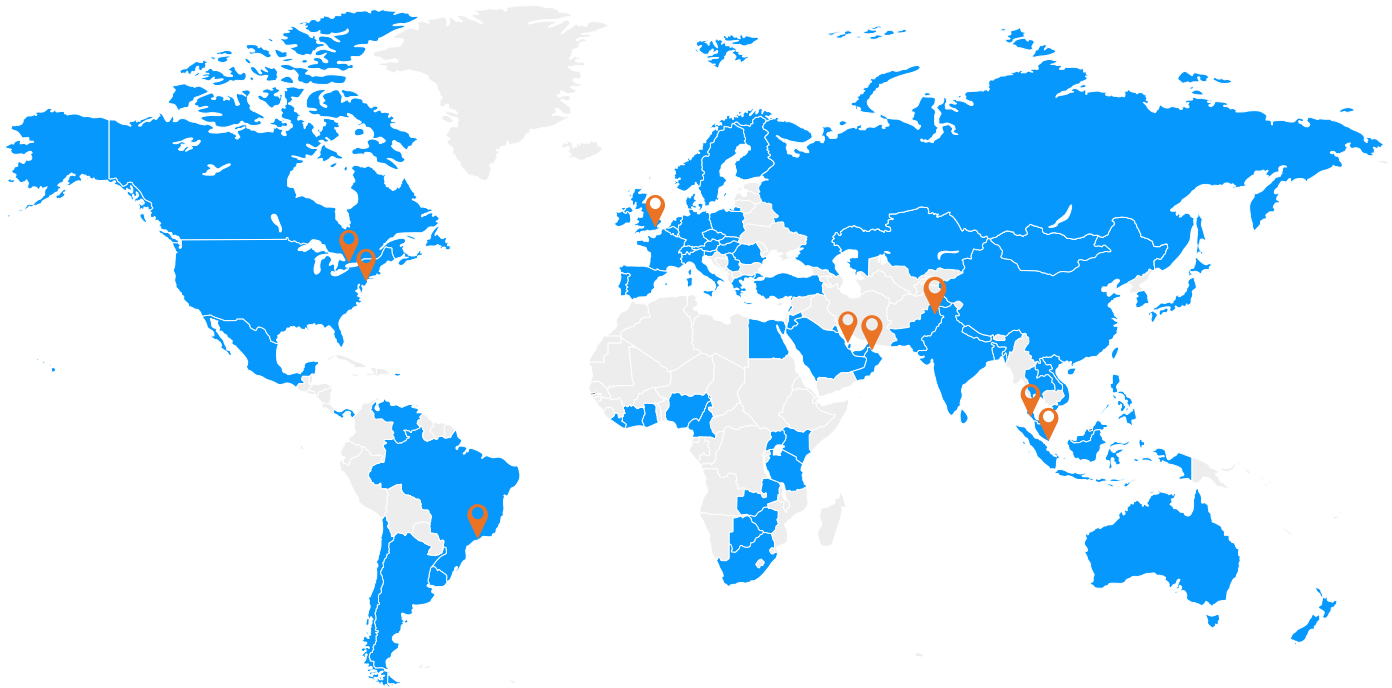
Zafar, Group CEO of Corporate Research and Investigations Limited (CRI Group), has been building a 30 years’ career in the areas of anti-corruption, fraud prevention, protective integrity, security, and compliance. Possessing both industry expertise and an extensive educational background (MS, MSc, CFE, CII, CIS, MICA, Int. Dip. (Fin. Crime), CII, MIPI, MABI), Zafar Anjum is often the first certified global investigator on the scene when multi-national EMEA corporations seek to close compliance or security gaps.

**Global Leader in Risk Management,
Background Screening & Due Diligence Solutions**



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OUR GLOBAL COVERAGE

Within our global network, we work with companies across the Americas, Europe, Africa, and Asia-Pacific, as a one-stop **international Risk Management, Background Screening and Due Diligence solutions provider**. We have the largest proprietary network of background-screening analysts and investigators across the Middle East and Asia.

Our global team of assets have unrivalled experience across local geographies and are capable of navigating not only the automated and transparent developed world-systems but also the mostly off-line processes required in many emerging markets. As a result, we work both directly for clients and as a discreet white-labelled supplier to some of the world's largest risk management consultancies.

MEMBERSHIPS, CERTIFICATIONS & AWARDS

CRI® always seeks the highest level accreditations, certifications, and maintains relationships with leading global organisations in the fields of due diligence, fraud investigation, forensic accounting and more to ensure the best quality of the services.



**GLOBAL.
EXPERIENCED.
INTEGRAL.**

