

Notice to Suppliers



Employment and Assignment Screening Policy

Originator: Katie West
Job Title: Security Specialist
Business Unit: Corporate Security, Group Business Services

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For the attention of Human Resources and vetting teams.

Dear Sir or Madam,

Scope/Applicability:

This policy applies to all suppliers of people who require access to Rolls-Royce sites and systems.

Introduction:

In June 2018 we launched a global 'Pre-Employment and Assignment Screening Policy'. This policy is mandatory and defines a minimum standard which must be followed for the hire of new permanent employees and temporary resource, to whom we give access to our company sites, IT networks and confidential information. The requirement applies equally to temporary resource that requires unescorted access to our sites, or to our IT networks. This policy was issued to you in November 2018 via the Rolls-Royce purchasing team.

Action Required:

We require you to adopt this policy with immediate effect for any new personnel that you place within Rolls-Royce who require access to our sites and systems. You must review your internal screening processes to ensure that you meet the requirement as outlined in the policy.

Please note that there is no requirement for you to retrospectively apply these screening checks to any personnel already placed within Rolls-Royce, this applies to new placements only. A copy of the policy is available on the Global Supplier Portal (this can be found in the 'Downloads associated with the NTS' section of the NTS).

NTS Category:

Regulatory / Legislation

Authorised by:

Matthew Drew
Group Security Director