**References Policy**

December 2018

**Purpose**

Daniel Thwaites Plc ("the Company") operates the following policy in relation to employees who require work or personal references. This policy applies to all employees of the Company, regardless of their position. It applies equally to all employees regardless of their age, sex, marital or civil partnership status, racial or ethnic group, disability, sexual orientation, religion or belief.

**Scope**

The policy is a guide only and not contractual and applies to all employees within the Thwaites group of companies.

**Work References**

**Before Commencing Employment**

Employees are permitted to commence work before all employee references have been obtained. However, should the Company receive any references that prove to be unsatisfactory; the employee’s employment may be terminated summarily, as outlined in their offer letter. References will be requested as follows:

* Operational Hourly paid staff – 1 reference to be provided by the employee from an employer from the last 2 years, or a teacher if in education/school leaver.  This means that they don’t necessarily have to go to their current employer for a reference.
* Operational Salaried staff, all Head Office based employees – 2 references, one from last employer, for  which the People team will write and chase
* Internal applicants (job move) – no further references required

**Leaving the Company**

Should an employee decide to leave the Company's employment, the Company may at its absolute discretion, provide an employee with a reference. For the avoidance of doubt, the Company reserves the right to refuse to provide a reference or to provide a factual reference, which includes job title and employment dates only.

Requests for references should be directed by your prospective or new employer to the former line manager or the People Team.

No reference should be given by a Company employee on behalf of or in connection with the Company.

## Personal References

A personal reference can be for a mortgage, rent or legal reference.

The Company will only provide a reference in response to a specific written request and no information will be supplied without the employee’s permission. Any such references will be given without liability on behalf of the Company.