

24HRS JXB SECURITY

GLOBAL SECURITY & RISK MANAGEMENT OPERATIONS

HUMAN RESOURCES GOVERNANCE

Recruitment, Vetting & Selection Policy

Organization: 24Hrs JXB Security

Standard: BS 7858 (UK) & Provincial Regulations (PK)

Target Group: Zero-Hour Security Officers

1. POLICY OBJECTIVE & SCOPE

This policy defines the mandatory screening, background vetting, and selection procedures for recruiting security personnel into 24Hrs JXB Security under zero-hour / casual contracts. The goal is to ensure uncompromised security standards, strict statutory compliance, and rigorous integrity verification across both UK and Pakistan operations.

2. PRE-SCREENING & STATUTORY ELIGIBILITY CRITERIA

Before entering the formal vetting pipeline, all candidates must satisfy basic legal and operational eligibility thresholds:

United Kingdom Standards

- Minimum Age:** 18 years at date of application.
- Licensing:** Valid SIA License (Door Supervision, Security Guarding, or CCTV).
- Right to Work:** Verified via Home Office Share Code or passport check.
- Language Proficiency:** Minimum B2 English oral and written communication skills.

Pakistan Standards

- Minimum Age:** 18 years (21 years for armed roles).
- National Identity:** Mandatory valid CNIC verified via NADRA Verisys.
- Character Verification:** Police Verification Certificate from Home Department / Police Khidmat Markaz.
- Physical Fitness:** Certified medical fitness and physical clearance.

3. MULTI-STAGE SCREENING & VETTING PROCESS

24Hrs JXB Security implements a strict 4-stage recruitment pipeline to ensure complete background verification prior to any deployment:

STAGE	UK VETTING PROTOCOL (BS 7858)	PAKISTAN VETTING PROTOCOL
1. Application & Identity	Biometric passport, proof of address, right-to-work verification, SIA portal license validation.	CNIC verification via NADRA Verisys, permanent address verification, biometric capture.
2. History Check	5-year unbroken employment, education, and address history check with full gap verification.	5-year character and background reference checks; military discharge verification (AFPA-315) if applicable.
3. Criminal Records	Enhanced Disclosure and Barring Service (DBS) check and international police clearance if resident abroad < 5 yrs.	Special Branch / Police clearance certificate from native Thana and district police office.
4. Financial & Integrity	Public record check (CCJs, insolvency, bankruptcy checks).	Local community reference verification and guarantor/indemnity bond execution.

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RECRUITMENT, VETTING & SELECTION POLICY

4. INDUCTION, TRAINING & OPERATIONAL READINESS

Once vetting clearance is granted, candidates must complete mandatory training modules prior to inclusion on the active zero-hour shift roster:

UK Mandatory Induction Modules

- **First Aid at Work (FAW / EFAW):** Statutory emergency response capability.
- **Conflict Management & Physical Intervention:** Non-violent resolution protocols.
- **Site Assignment Instructions (SAI):** Tailored briefing on client-specific procedures.

Pakistan Mandatory Induction Modules

- **Weapon Handling & Safety:** Strict chamber-empty and firearm safety tests.
- **Counter-Terror & Perimeter Defense:** Access control and threat identification.
- **Emergency & Police Contact Protocols:** Coordination with local law enforcement.

5. ZERO-HOUR ROSTER ONBOARDING & PROBATIONS

All successful recruits are onboarded on a casual zero-hour arrangement subject to a 90-day probationary evaluation period during which shift performance, punctuality, and protocol compliance are strictly monitored.

COMPLIANCE MANDATE: CONTINUOUS VETTING & RE-SCREENING

Engagement on the zero-hour roster remains conditional upon continuous compliance. SIA licenses in the UK and Police clearances in Pakistan are re-audited annually. Any officer facing formal criminal charges, license suspension, or failed background audits will be immediately removed from the active deployment system.

6. EQUAL OPPORTUNITY & NON-DISCRIMINATION STATEMENT

24Hrs JXB Security is committed to fair and non-discriminatory recruitment practices. All selection decisions are based strictly on merit, vetting clearance, physical competence, and statutory qualifications, without regard to race, gender, religion, sect, or disability.