



# **EMPLOYMENT REFERENCES POLICY**

**We will provide this policy on request at no cost, in large print, in Braille,  
on tape or in another non written format.**

# Employment References Policy

## 1. POLICY PURPOSE

This policy sets out Glasgow Housing Association Limited's (GHA) policy on providing references for current and former employees and in relation to requesting references for prospective employees.

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## 2. POLICY APPLICABILITY

This policy applies in relation to all employees and prospective employees of GHA. It does not form part of any employee's contract of employment.

This policy covers:

- Section 3 Provision of References for Current and Former Employees Page 2
  - Section 4 References for Potential Employees Page 2
  - Section 5 Data Protection Page 2
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## 3. PROVISION OF REFERENCES FOR CURRENT AND FORMER EMPLOYEES

Current or former employees who wish to use GHA as a referee in relation to other employment should ensure that any reference request is addressed to their line manager who will arrange for the request to be dealt with by the Wheatley Recruitment team. References will generally be dealt with within 14 days of receipt.

An employer is not obliged by law to provide a reference for any current or former employee and we may choose not to provide a reference at any time. If a reference request is refused, the refusal will be confirmed in writing to both the requesting employer and the former employee generally within 14 days of receipt.

Open references will not be given.

Where we do provide a reference further to a request, the reference will generally comprise of a written factual reference only, confirming dates of employment, job title and salary.

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## 4. REFERENCES FOR POTENTIAL EMPLOYEES

GHA is committed to recruiting people who will contribute to our success as an organisation. All offers of employment are therefore made conditional on receipt of two satisfactory references, one from a former employer. Should we receive an unsatisfactory reference, we may withdraw our offer of employment at our sole discretion.

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## 5. DATA PROTECTION ACT 2018

Requests for copies of references, given or received, will be dealt with in accordance with the Data Protection Act 2018 and General Data Protection Regulations 2018.

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