



*Caring is our passion... Compassion is our belief...*

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## **Employment/Professional References**

Policy Number 31

### Introduction

*All employees are entitled to an employment/professional reference from their employer/manager. Obtaining and reviewing employment/professional references is an essential component of NOA Healthcare's Membership and Compliance process. Disappointingly employers are not responding to requests for references. Currently there is no Legislation enforcing the provision of such references.*

### Policy

*NOA Healthcare request two employment/professional references as identified by each prospective Member.*

*Should the first request fail, the member is asked, where possible, to identify alternative appropriately placed person(s) to furnish an employment/professional reference. A second request is made.*

*Should the second request fail, the prospective member is asked to identify an independent person who is willing to provide a personal reference.*

*In the absence of an employment/professional reference NOA Healthcare will use a personal reference to complete the Membership/Compliance process.*

### Policy Origin

*In House Policy.*

### References

Workers Rights. Gov.UK  
ACAS verbal advice 2016

### Date Policy Active.

*March 2015.*

### Last Review Date.

*July 2016.*

### Quality Assurance Reference

*POL/ 31/ 16*