

## POL07 Skills Policy

*London Associati Ltd* (Certifications) has an obligation to ensure that only persons fit for their role are employed, contracted to, used as a committee member or appointed to the board.

This policy applies to all staff and management of *London Associati Ltd* Certifications, their contractors and their executive and non-executive directors of the board.

To satisfy the requirements for a fit and proper person, a member of *London Associati Ltd* Certifications must:

- Be of good character;
- Have the qualifications, skills and experience necessary for the relevant position;
- Be capable of undertaking the relevant position;
- Not have been responsible for any misconduct or mismanagement in the course of any employment;
- Not be prohibited from holding the relevant position under any other law.

*London Associati Ltd* Certifications must be able to demonstrate that appropriate systems and processes are in place to ensure that all new staff, contractors or board members are, and continue to be, fit and that no appointments meet any of the unfitness criteria.

All members of *London Associati Ltd* Certifications are required to sign a yearly Declaration. This ensures that no member of *London Associati Ltd* certifications present an unacceptable risk to *London Associati Ltd* Certifications or to its clients.

A person may be deemed to be unfit if they:

- Have been sentenced to imprisonment for three months or more within the last five years;
- Have a criminal history of offences relating to fraud or dishonesty;
- Have ever been determined to not be a fit and proper person;
- Are undischarged bankrupt;
- Are the subject of a bankruptcy order or an interim bankruptcy order;
- Have an undischarged arrangement with creditors;
- Are included on any barring list preventing them from working with children or vulnerable adults;
- Have been erased, removed or struck off a register for professionals maintained by a regulator of health;

All staff, contractors, committee members and board member shall be required to undergo yearly checks by way of signing a Declaration. This will provide ongoing assurance that all persons remain fit and proper for their roles.

Where a person no longer meets the fit and proper person requirement, action will be required to be taken by either the Board Chair, for committee members or board members or the Executive Manager, for all other persons related to *London Associati Ltd* Certifications.