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# Edge Worldwide Limited

## Criteria for Conducting Background Checks

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Please note these criteria apply to Responsible Persons, Staff, Volunteers, and overseas partners

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### 1. Criminal History Check

- **Responsible Persons, Staff, and Volunteers:** Ensure no criminal convictions related to violence, fraud, child abuse, exploitation, or dishonesty.
  - **Overseas Partners:** Conduct checks on key personnel to ensure no relevant criminal activity.
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### 2. Qualifications and Certifications

- **Staff and Volunteers:** Verify educational qualifications and any professional certifications required for the role.
  - **Overseas Partners:** Check for alignment with local certifications and credentials for key roles.
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### 3. Employment History

- **Staff:** Review work history for consistency, gaps, and reasons for leaving previous roles, focusing on potential disciplinary issues or terminations.
  - **Overseas Partners:** Assess the organization's staff track record to confirm professional and ethical conduct.
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### 4. Reference Checks

- **Staff, Volunteers, and Responsible Persons:** Contact at least two references to verify work history, character, and qualifications.
  - **Overseas Partners:** Check references or previous collaborations to verify reliability and ethical conduct.
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## 5. Working with Children or Vulnerable Groups Check (if applicable)

- **Staff, Volunteers, and Responsible Persons:** Ensure background checks specific to working with children or vulnerable people if the role involves direct interaction.
  - **Overseas Partners:** Confirm that overseas partners adhere to local child protection or vulnerable persons safeguarding laws.
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## 6. Financial Integrity

- **Staff in Financial Roles:** Verify any history of financial misconduct, fraud, or embezzlement for those managing finances or donations.
  - **Overseas Partners:** Ensure transparency in financial practices, reviewing audit records or financial reports for integrity.
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## 7. Health and Fitness

- **Staff and Volunteers:** Assess fitness for roles requiring physical activity or high mental and emotional resilience, especially in challenging environments.
  - **Overseas Partners:** Confirm that overseas partners maintain a healthy and resilient workforce, able to carry out their responsibilities.
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## 8. Anti-Corruption and Compliance History

- **Responsible Persons and Senior Staff:** Ensure no involvement in past corruption, bribery, or unethical business practices.
  - **Overseas Partners:** Evaluate whether partners comply with anti-corruption, anti-money laundering, and ethical business practices.
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## 9. Alignment with EDGE Worldwide's Values

- **All Parties:** Verify that all individuals and partners align with EDGE Worldwide's mission, vision, and values, including a commitment to transparency, equality, and ethical behaviour.
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## 10. Risk Management History

- **Staff and Volunteers:** Assess prior roles for experience in risk management, particularly if working in high-risk environments.
  - **Overseas Partners:** Evaluate the partner's ability to manage risks effectively, including health, safety, and security concerns.
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## 11. Behaviour and Conduct

- **Staff, Volunteers, and Responsible Persons:** Review any prior disciplinary actions or behaviour concerns that may suggest risk to the organization's reputation or operations.
  - **Overseas Partners:** Ensure that the partner's organizational culture promotes ethical behaviour, professionalism, and respect.
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## 12. Social Media and Online Presence Check

- **Staff, Volunteers, and Responsible Persons:** Review publicly accessible online profiles to ensure no inappropriate behaviour, comments, or content that could reflect poorly on the organization.
  - **Overseas Partners:** Assess the public image of the overseas partner, ensuring it aligns with EDGE Worldwide's standards.
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For any questions regarding this document, please contact EDGE WORLDWIDE LIMITED Worldwide Limited.

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