
Introduction

This guidance covers the provision of references to external organisations for existing and former employees of Tower Hamlets GP Care Group.

Principles

The Care Group practice is to supply references to other organisations regarding current and former employees upon request by the organisation. Reference requests will not be refused other than in exceptional circumstances.

Only reference requests with written consent from the employee/former employee will be considered.

All reference requests will be administered through Human Resources.

Open references will not normally be issued directly to an employee or former employee. Informal or oral references will not generally be issued.

Where a Care Group employee provides a reference in a personal capacity any use of the corporate letterhead is not permitted. The employee must not give any indication that the reference is provided on behalf of the Care Group or in their capacity as an employee of the Care Group. Doing so may result in disciplinary action being taken.

References will be provided on the standard reference form and approved by a relevant Executive Director before being issued. Where a reference has been provided to an external organisation without approval the employee providing the reference may be subject to disciplinary action.

The Care Group accepts no responsibility for references that are not issued in line with this guidance. Any legal action or associated costs arising from a reference issued outside of this guidance will be the responsibility of the employee providing the reference.

Details of sickness absence will not be included in references. Sickness details provided by the employee and included in the reference request will be validated against the Care Group record and confirmed. No other details will be provided.

A copy of references provided to external organisations will be added to the individual's personal file and a copy given to them.

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