



# Employee Integrity Services



*International Risk is the leading provider of comprehensive business risk solutions, investigations, business intelligence, brand protection, crisis containment and related services.*

International Risk's Employee Integrity Services are designed to help management select the most suitable candidates, based on genuine qualifications and experience; protect assets and information against fraudsters and unscrupulous competitors; protect existing employees from corrupt or unsuitable co-workers; help create an honest company culture and support good corporate governance.

Security measures against external fraudsters are largely rendered useless without corresponding care in recruitment. Employee screening can reduce risks of fraud, dishonesty and poor performance, not only through proactive candidate selection but also by acting as a deterrent to unsuitable applicants. The program can benefit a firm by reducing losses and increasing profits.

Our Employee Integrity Programs are individually tailored for clients and comprise a number of elements:

## Program Consulting

Drawing upon a pool of qualified human resources and risk mitigation experts, we can provide pre-program consulting services on human resources and legal matters such as employment and dismissal terms, disciplinary and related issues. We can also assist clients draw up Employment Policies.

## Code of Ethics

We review your current Employee Code of Ethics and recommend enhancements suitable to the local environment to reinforce your efforts to ensure employee integrity. Our objective is to establish an unambiguous Code that prohibits unethical practice. We assess whether the

Code adequately tackles relevant management concerns, especially any concerns specific to your industry, the markets in which you operate and your specific business operations, such as supplier and vendor kickbacks.

If your company does not currently have an Employee Code of Ethics, we will assist you to draft a policy that meets your specific needs using established best practices.

## Employment Application Analysis

We analyse your standard employment application form(s) and make recommendations for reinforcing this application process to ensure that you collect adequate and relevant data from applicants to facilitate appropriate screening and other employee integrity assurance measures. We review and assess your recruitment process and recommend ways to strengthen procedures for verifying claims and any statements made by job applicants.

## Employee Screening

We conduct employee background investigations into local recruits as well as candidates for promotion. The scope and intensity of our screening can be tailored to the importance or sensitivity of the job position. The objective is to verify data provided by an applicant and to check for criminality, corruption, undesirable associations, bankruptcy, and other negative information, and allow the firm to make an informed decision on the potential hire or promotion.

## Levels of Screening

### Category 1 Basic Investigation

International Risk verifies identity and residential status and conducts civil litigation and other checks to identify potential criminal associations.

### Category 2 In-depth Investigation

International Risk verifies data on CV and job application forms, checks previous employment history and conducts discreet inquiries as to activities, lifestyle, integrity, reputation and associations.

### Category 3 Comprehensive Multi-Jurisdiction Investigation

This is a more in-depth International Risk background investigation. It applies to investigations into management candidates who may have held middle or senior management positions in a number of companies in different countries.

## Employee Ethics Hotline

We will establish an Employee Ethics Hotline for you to register any written or voice complaints from anonymous or named parties about alleged unethical practices on the part of your staff or business associates.

You publicise the hotline number to staff, customers, suppliers, distributors, and possibly the wider public as a channel to report unethical conduct. The notice can offer rewards to informers who identify themselves and provide leads to a successful investigation uncovering malfeasance.

After a hotline complaint is received, we submit a report to you within 24-hours. We also prepare regular summaries of the complaints received. As the databank grows we can provide meaningful analysis, including charts showing which are the most problematic regions and staff, which type of complaints are most frequent and other classifications of the data.

## Dedicated Database/Central Register

Consistent with local data privacy laws, the data collected on your employees should be entered into a dedicated database to facilitate crosschecking, analysis and subsequent incident investigation. The database would also support efforts to streamline and strengthen overall human resources management. International Risk will assist you to develop this important management tool.

# International Risk Limited

## Our People

International Risk has a team of seasoned professionals with multi-disciplinary skills and broad-based experience in conducting delicate investigative assignments. Located at strategic locations throughout the world including Hong Kong, Shanghai, Beijing, Guangzhou, Tokyo, Singapore and the United States, Europe, India, South America and other locations - our staff are drawn from the senior ranks of law enforcement agencies, academic analysts, economic researchers, forensic accountants, computer crime and information technology specialists and investigative journalists. In addition, we have access to a very large network of colleagues in key countries across the world through our holding company, FTI Consulting Inc.

## How to Contact Us

We are available 24 hours a day, 365 days a year. We are only a phone call away and will be pleased to provide further information on our services and capabilities:

**24-hour Crisis Hotline** (852) 9099-5698  
**Website** [www.intl-risk.com](http://www.intl-risk.com)

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