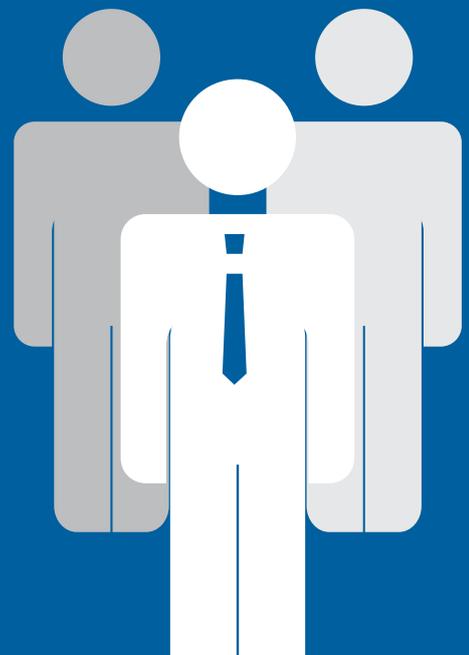


# PUTTING THE TRUST BACK INTO BUSINESS

How combining people, process and technology  
can put the trust back into your business.

<https://www.trustid.co.uk> | 0118 990 1118



Trust is the foundation on which the personal and business relationships that underpin success are built. It helps to create strong, open relationships within organisations, with customers, with suppliers, and within the wider business ecosystem.

As an HR professional with responsibility for ensuring that you bring the right personnel into your business, you will have a well developed instinct as to the trustworthiness of people. The good news is that most of the time your instinct will be right. But with the growth of more diverse workforces and more flexible ways of working, everyone's ability to make judgements about the trustworthiness of potential employees is being stretched far beyond the limits that intuition alone can cope with. At the same time, making the right judgement is more important than ever.

The number of people using fake identity documents to illegally gain employment is growing, increasing the risk to business of insider fraud and of fines running into the tens of thousands. The consequences of making the wrong call and employing someone who has no right to work in the UK, or who is using a fake identity can, therefore, be very serious for your business, your employees, your customers, and your reputation.

When people and technology combine, however, you can ensure that fraudsters can't gain employment with you using fake identity documents, enabling you to put the trust back into your business.

## A new employment landscape

In 2016, the Immigration Act was reinforced and strengthened and there is now less flexibility to allow for mitigating circumstances when imposing fines on organisations found to have employed staff who presented false documentation.



Recently published figures<sup>1</sup> highlight that in a single quarter (July- September 2017) 600 fines were levied on businesses, with an average fine of £15,380 per offence (the maximum can be as high as £20,000 per illegal employee). But the consequences of employing someone using false documentation can be much more far reaching than simply being fined.

Insider fraud is not a subject many organisations are keen to discuss, but that doesn't mean it isn't a major problem. For the first time since 2012, dishonest actions by staff were the most common type of fraud. Often impulsive and opportunistic, insider fraud can include anything from stealing cash or manipulating third party accounts, to stealing any sort of valuable, saleable equipment such as power tools or laptop computers. Damaging though insider fraud always is, its consequences are compounded when the employee responsible turns out to have presented fake identity documents. Police investigations may be compromised as it can prove very difficult to trace an individual who has gained employment using a false identity. It's also possible that insurance cover may be invalidated if inadequate checks were made by an employer prior to employing someone who goes on to commit insider fraud. In addition, the losses arising from the fraud itself may only be the tip of the iceberg as it can also lead to a loss of productivity, of reputation and of trust in the employer amongst other employees.

<sup>1</sup> [The Home Office website](#)

Modern Slavery is also subject that we are hearing more and more about in the UK. It refers to situations where a person's freedom has been taken away so that they can be exploited. This is done by way of threats, violence, coercion, abuse of power and deception. To put the issue into perspective, 1326 individuals were found to have been trafficked into or around the UK for labour exploitation last year. One method used by traffickers is to withhold their victim's identity documents once they arrive in the UK and replace them with fraudulent documents. These are then used to gain employment in legitimate work, as well as masking their true nationality and gaining access to benefits. Making appropriate checks on these documents is therefore critical to help tackle Modern Slavery.

## An increasingly prevalent problem

In a recent survey<sup>2</sup>, 30% of respondents from the construction sector suspected that a current or previous employer had employed illegal staff. At TrustID, our figures show that there has been an overall increase in counterfeit documents referred to our helpdesk team across all customer sectors, up 130% when comparing Q1 2017 to Q1 2018, with fake documents particularly prevalent in construction, recruitment, payroll and employment services, cleaning and facilities management.



The fake documents which we saw in Q1 2018 purported to be from over 20 different countries – including Great Britain, Europe and beyond - and included passports, BRPs, visas, identity cards and driving licences.

And with the future of the UK's relationship with the EU uncertain, the challenges created by the use of false identities may rise if the requirements for working in the UK become more stringent.

## Acknowledging the issue

It might seem obvious, but the first line of defence for any organisation is to recognise that there is a problem in the first place. Many businesses are either not aware that identity fraud exists, or if they are aware, they assume it's unlikely to affect them. The truth, however, is that a significant amount of crime in the private business sector is committed by people working under false identities. But the responsibility for ensuring that all employees are who they say they are extends beyond simply avoiding fines and fraud. In some sectors, employers also have a duty of care towards vulnerable people, so ensuring all staff are legitimate is fundamental to the safety of these people.

## Not just a problem for big business

Businesses of every size and in every sector are at risk from identity fraud, but smaller businesses in particular can be vulnerable as they don't necessarily have the physical resources to check potential employees' identities thoroughly. Smaller businesses may also be more likely to employ people on a casual basis, without realising the risks they are running by not carrying out effective identity checks.

<sup>2</sup> Considerate Constructors

All businesses, of whatever size, also need to be sure that they are only using trusted suppliers and service providers. Key areas for concern include, for example, using a delivery business, particularly if drivers are entrusted to transport high value goods, or a cleaning company which has access to your premises after-hours. These are just two of the many entry points that fraudsters may attempt to use to get into the supply chains of organisations and commit fraud or theft.

## The goal - quick and accurate detection

Having acknowledged the issue, the next step is to understand what you are looking for when it comes to fake identity documents. It has been suggested that we are in the middle of an identity fraud epidemic.<sup>3</sup> Between 2001 and 2016 the number of lost or stolen documents in circulation reportedly doubled, while at the same time there was a dramatic increase in seizures of fraudulent passports at UK border control.

Fake travel documents are also becoming more common, particularly among Greek and Turkish gangs, although it is likely that many of the fake documents used for illegal working were acquired in the UK by people who arrived in the country with legitimate documents. The reality is that it is not possible to know whether any specific fake document derived from inside or outside the UK, only that our experience at TrustID accords with the general consensus that the number is increasing.

The challenge for an employer, therefore, is to quickly and accurately detect the difference between the vast majority of documents that are genuine, and fake and doctored versions.

## The central role of HR

HR is the best place to build a good defence against identity fraud, given its role in the recruitment and monitoring of staff. It has the capability, and responsibility, to create the necessary policies and procedures to ensure an effective vetting process. In addition, it is HR that can most effectively communicate the importance of the issue across the whole organisation, explaining how prevalent it is, and the importance of stopping it. And HR is ideally placed to ensure that everyone is adequately trained to carry out their role in a verification process.



By creating an effective vetting process, you will create a virtuous circle. As news spreads that you are using effective identity scanning, it will act as a deterrent for those who may try to use false documents to obtain employment with you. So while you can never afford to let your guard down, a really effective solution will lead to a decrease, not an increase, in the number of forged documents or attempts at identity fraud directed at your organisation over time.

<sup>3</sup> <http://www.politico.eu/article/europes-fake-forged-stolen-passport-epidemic-visa-free-travel-rights/>

## A holistic approach

By creating a wider culture of understanding and responsibility from the top down, rather than focusing on tick box compliance, everyone in the workforce can be made aware of the role they play and the responsibility they have to protect the business from identity theft and fraud.

By taking away the burden from an individual to make a judgement, a well-defined process supported by appropriate technology will remove the possibility of error and at the same time remove the equally damaging possibility of unintentional discrimination. HR can ensure that individuals on the front line are equipped with the necessary soft skills to manage what can be a very delicate situation, as no one wants to wrongly accuse someone of identity fraud. As an employer, it will also enable you to fulfill your responsibility to ensure that all your employment policies are consistent, transparent and non-discriminatory.

A holistic, company-wide view, means that you can ensure all your stakeholders can trust that all your employees are who they say they are, and offer a greater level of protection against insider fraud.

## The key issues facing all organisations

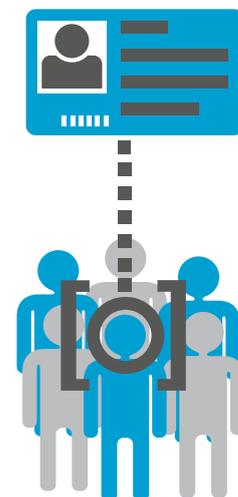
- ✓ Increasingly organisations, but especially those involved in **hospitality, retail, healthcare, and construction**, are employing a diverse workforce, often across multiple sites, and including part time, seasonal and sometimes casual workers. Many also face the challenge of ensuring the legitimacy of sub-contractors and agency employees.
- ✓ Many employers, those in **facilities management** for example, supply staff who operate on other companies' sites, delivering services such as cleaning, security and catering contracts, and need to be sure of the identity of all these individuals.
- ✓ The **recruitment** sector has a growing need to speed up the on-boarding of new employees while also making identity checks more consistent. This sector needs to comply with UK legislation that requires all candidates be fully entitled to work, but at the same time, effective identity checking can deliver a huge competitive advantage, improving client relations, and giving peace of mind to everyone involved in the process by protecting the both the recruiters' reputation and that of their clients.
- ✓ The Immigration Act 2016 makes it **easier to prosecute any employers** who deliberately 'turn a blind eye' to employing illegal workers and sanctions on those found to be employing illegal workers are now tougher than ever.

## People and Technology – the Optimum Solution

By combining knowledge and skills with technology, you can create a screening process that will efficiently and accurately identify counterfeit documents presented as proof of identity without the need for extensive, and expensive, document verification training.

### Creating a consistent approach

With so many different sorts of identity documents in circulation, genuine and fraudulent, technology can create a consistent platform on which to build a successful verification process. With the ability to confirm the veracity of a document in seconds to a much higher level than sight alone, technology can quickly highlight potential problems, before automatically storing copies of documents, enabling the original to be returned, and a full audit trail to be created.



### The human dimension

While technology can quickly and accurately judge the veracity of a document, it cannot sensitively handle difficult situations. It's imperative therefore, that if a document is flagged as suspicious, staff are equipped to deal with what can be a very embarrassing situation. The person proffering the document may, after all, be innocent and it's important not to unduly cause them distress or concern, but equally it's vital that any potential criminal investigation shouldn't be compromised.

## Identity Fraud – the facts

- ✓ Identity fraud is the abuse of personal data to impersonate an innocent party and/or the creation of a fictitious entity to open a new account, obtain a product or service, or gain employment
- ✓ It is linked to numerous crime areas including fraud, migrant smuggling, property crime and money laundering
- ✓ Document fraud is expected to be one of fastest growing crime areas over the coming years
- ✓ The number of lost and stolen documents in circulation is significantly growing and regional conflict allows criminal groups to more easily obtain blank documents from those areas
- ✓ A single fraudulent document can be used repeatedly to support different criminal activities

## Experiences from the front line



### Anderselite improve Right to Work compliance for all candidates

Online identity checks have helped leading recruiters, Anderselite to introduce an easy to use ID checking process which ensures that they are only placing workers who present valid ID and have the Right to Work in the UK. The online checking process helps recruitment consultants across their regional offices to on-board workers more efficiently and quickly and has created a single, robust compliance process within the business.

“ Our compliance team is 100% thorough about the TrustID check – if the report isn’t right or is missing, they just won’t move a candidate forward. And this has made our compliance process absolutely watertight while saving our team a lot of time.

Emma Rapson, Business Excellence Manager, Anderselite



### i-paye streamline identity checks for hundreds of contractors

Identity validation technology helps i-paye meet their pre-employment compliance responsibilities and quickly and easily confirm the authenticity of identity documents from each contractor as part of Right to Work checks.

“ It’s taken the stress away from our document check process. Spotting fake documents by sight alone was really hard, especially when we don’t usually get to meet the person...TrustID now gives us reliability and reassurance and we love it.

Michelle Gill, Senior Account Manager, i-paye

## What we do

At TrustID, we offer fast, accurate and auditable validation of documents used to support identity. Our solutions are easy to use in the office, on the move, or in remote locations. You can electronically validate identity documents using a scanner, smartphone or web-portal, saving you time and giving you the confidence that you know who you are working with while also offering protection for your staff and your customers.

By checking visible and non-visible security features, our ID verification solutions highlight potential problems with documents, and automatically store a copy of all documents submitted so that the original can be returned. Streamlining the verification process, it removes the need for your employees to have expert knowledge of the huge array of documents that can be submitted to prove identity.

Offering speed and consistency of information across numerous departments/sites, TrustID checks are superior to the naked eye and easy to interpret. The scanning process creates an auditable copy of the authenticated document, ensures compliance with legislation and brings peace of mind to you and your clients. And with a low implementation costs, it quickly delivers substantial benefits and is the first step in the creation of an effective identity validation process.

## The benefits to you

Our solutions offer a huge range of benefits including:-

- ✓ Eliminating bias from the system
- ✓ Dramatically improving the quality and quantity of identity checks that you can perform
- ✓ Giving you confidence that prospective employees are who they say they are
- ✓ Providing complete visibility of document scans across your entire organisation
- ✓ Enabling you to easily identify unusual cases and follow them up instantly making everyone an expert
- ✓ Providing you with a simple pass or fail on every document, eliminating any grey areas

**To find out more visit [www.trustid.co.uk](http://www.trustid.co.uk) or call 0118 466 0822**