



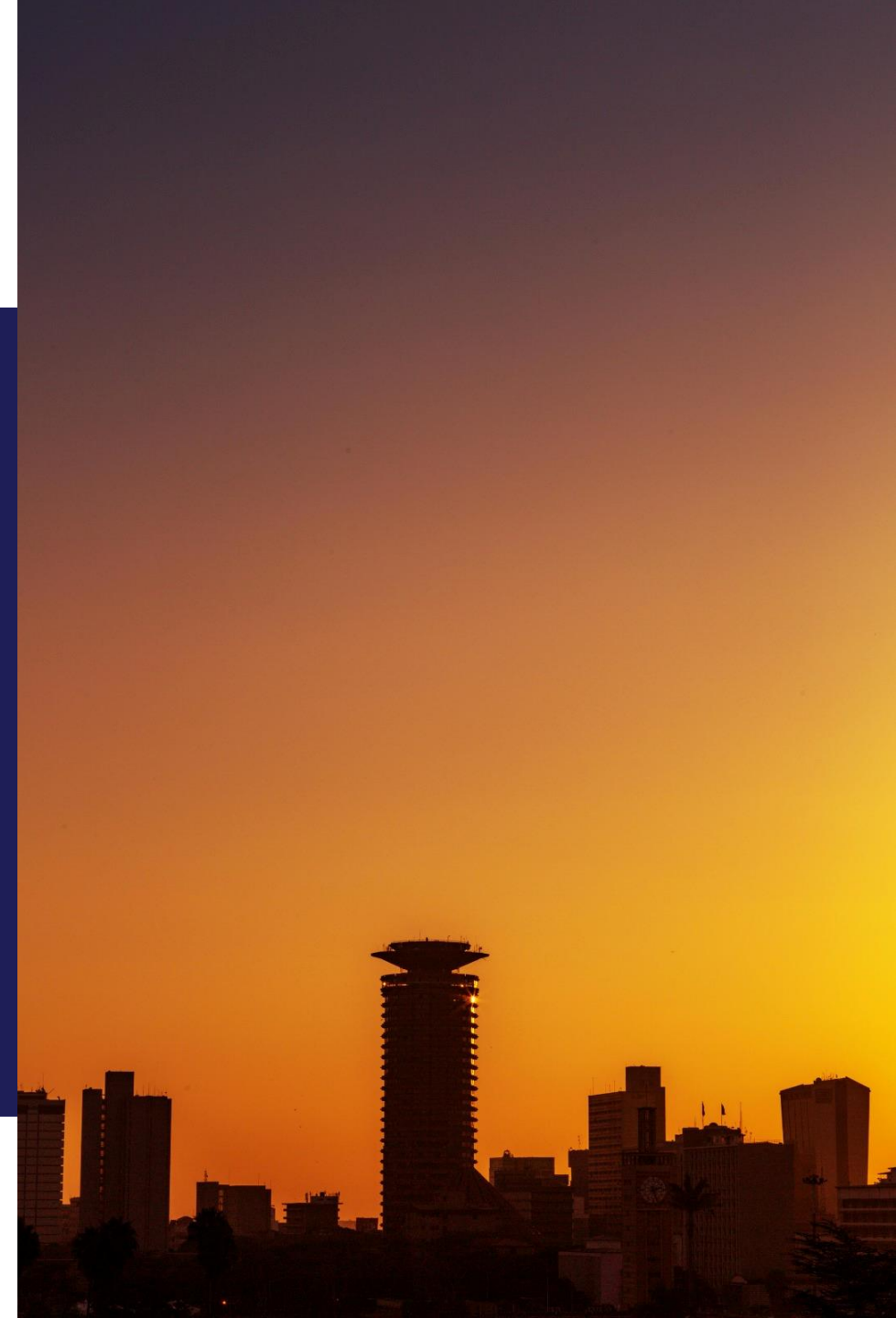
AROPE **GROUP**

Screening & Background Checks

*Your Legal Compliant and Reputable Partner*

# Screening & Background Checks Profile

**Enhancing Security And Trust:**  
Comprehensive Screening &  
Background Checks



# Make Better Hiring Decisions With Us



Arope Group Limited is a leading privately held background screening company specializing in high-quality and affordable screening services.

Our main focus is to ensure the authenticity and qualifications of individuals you employ, or engage with. We conduct discreet background checks that respect privacy and adhere to legal boundaries.

With vast experience serving various sectors, we cater to industries such as:

- Government departments, Corporations and County Government
- NGOs and Societies
- Manufacturing Companies
- Banks and Financial Institutions
- Engineering and Construction Companies
- Healthcare
- Human Resource
- Media and Communication Industries
- ICT
- Education
- Transport & Logistics
- Hospitality
- Private Companies



Our commitment to delivering reliable screening services has earned us a reputation among notable organizations in these sectors. Our clients include government departments, NGOs, companies, institutions and individuals seeking trusted verification processes to build reliable teams.

Partner with Arope Group Limited to ensure the integrity and competence of your workforce while making informed decisions.

# About Us



## OUR VISION

- A global pace setter in background screening.



## OUR MISSION

- Deliver professional services which enhance ethical standards and best practices through innovation and modern technology



## OUR CORE VALUES

- Accurately performing tasks on time to satisfy the needs of our internal and external clients.
- Adhering to professional regulations, ethics and guidelines.
- Continuous pursuit of new technologies that add value for our clients, employees, share holders & the community.
- Taking pride in our work and holding ourselves accountable.
- Pursuing continuous improvement as individuals and as a business entity



# Our Impact Numbers



Industry Compliance



**99%**

Years in operation



**10+**



Documents Verified

**4.4+ Million**



Drivers Vetted



**30,000+**

Global Presence

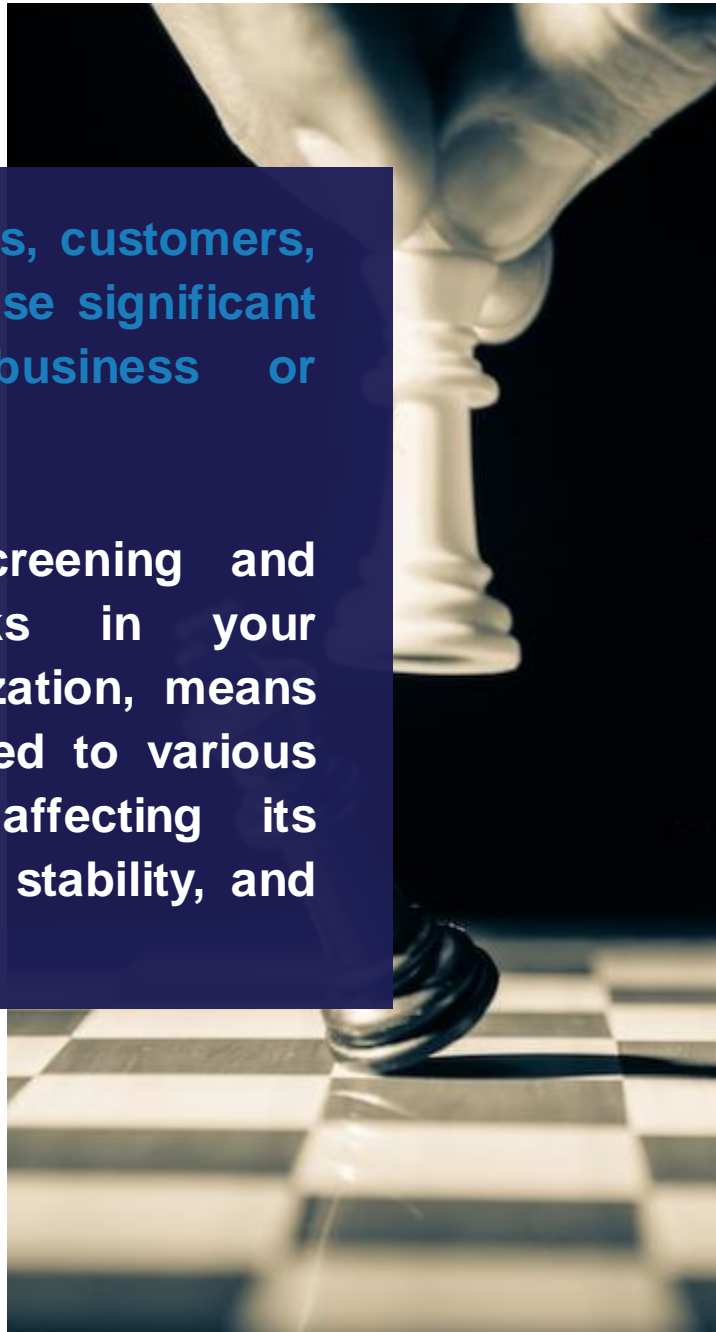


**30+  
Countries**

# The Risk

Unverified employees, customers, and partners can pose significant risks to your business or organization.

Not conducting screening and background checks in your business or organization, means that you are exposed to various risks, potentially affecting its reputation, financial stability, and overall success.



## Financial Risks:

- **Fraud and theft:** Unscreened employees might have a history of financial misconduct, putting your company's assets and client information at risk.
- **Negligent hiring lawsuits:** If an unvetted employee's actions harm your customers or colleagues, your company could face hefty legal battles and costly settlements for failing to perform due diligence.



- **Decreased productivity:** Hiring the wrong person for the job can lead to inefficiency, errors, and poor customer service, impacting your bottom line.

## Reputation Damage:

- **Negative publicity:** If an unscreened employee commits a crime or engages in unethical behavior while representing your company, your brand can suffer severe reputational damage, leading to lost customers, investors, and partnerships.

# The Risk



## Workplace Safety and Security Concerns:

**Physical harm:** Hiring individuals with violent criminal backgrounds or unstable personalities puts the safety of your employees and customers at risk.

**Data breaches and leaks:** Unscreened individuals with access to sensitive information could pose a security threat, leading to data leaks and cyberattacks.

**Internal conflicts and sabotage:** Hiring individuals with a history of workplace misconduct or disruptive behavior can create a toxic environment, negatively impacting team morale and productivity.



## Compliance Risks:

**Regulatory violations:** Depending on your industry and location, neglecting background checks might violate certain regulations and expose your company to legal repercussions.

**Contractual breaches:** Some contracts with clients or partners might require specific employee screening procedures, and failing to comply could lead to contractual disputes and financial penalties.



## Missed Opportunities:

**Building a subpar team:** Skipping background checks can lead to a workforce with inconsistent skill sets and integrity, hindering your company's ability to achieve its full potential.

# How Screening & Background Checks Helps Mitigate These Risks

## Employee Screening:

- Verifies the credentials and qualifications of potential employees.
- Identifies any criminal records, reducing the risk of hiring individuals with a history of fraud or misconduct.
- Ensures that employees are trustworthy and align with the company's values and mission.

## Building Trust and Reputation:

- Client and stakeholder confidence: Thoroughly vetting your employees demonstrates a commitment to ethical and responsible hiring practices, bolstering trust and enhancing your brand image.
- Positive internal culture: Knowing colleagues have undergone comprehensive background checks fosters a sense of security and trust within the team, contributing to a healthier work environment.

- Reduced turnover and increased productivity: Hiring the right fit from the outset minimizes onboarding costs, reduces training needs, and promotes long-term employee engagement, leading to improved productivity and business success.

## Partner Vetting:

- Evaluates the financial stability and reputation of partners to reduce the risk of engaging with unreliable or unscrupulous entities.
- Assesses the partners' compliance with relevant laws and regulations, minimizing regulatory risks for the company.

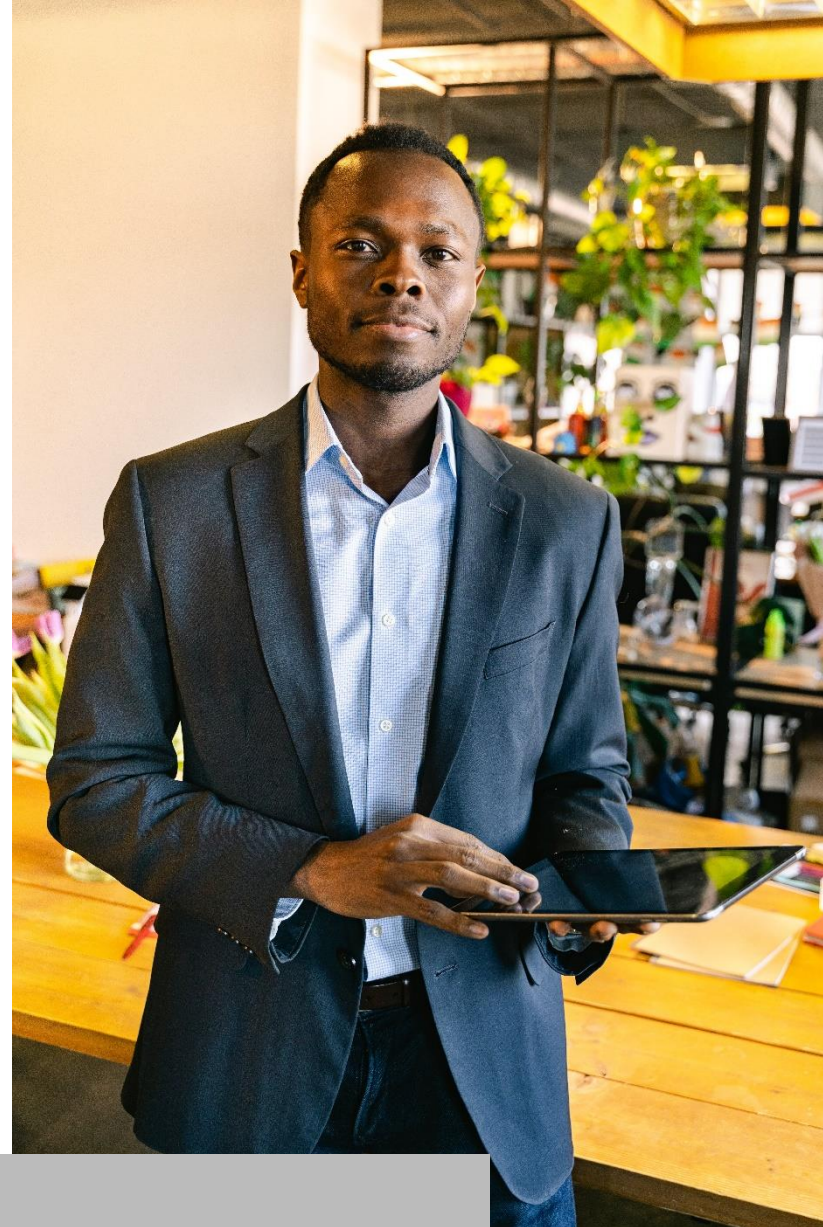
Screening and background checks are proactive measures that organizations and individuals can take to identify potential risks and mitigate them before they escalate. By providing a comprehensive understanding of an individual's history, qualifications, and character, these checks contribute significantly to creating safer, more secure, and trustworthy environments.



MAKE BETTER HIRING DECISIONS WITH US

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## OUR EFFICIENCY DRIVERS







- **Personnel Drive**

Led by Victoria Mulwa, (B.Sc.), CPP®, PCI®, PSP® an ASIS Triple Crown Board Certified Security Professional with solid experience. AropeGroup Limited is staffed with professional personnel who are well versed with the screening & investigations industry.

We have a team of highly skilled professionals and experts comprising of personnel who are highly experienced, committed team players with proven track record who constantly go above and beyond to meet and surpass clients expectations.

- **Standards Drive**

Arope Group Limited is licensed by The Private Security Regulatory Authority PSRA and an active member of professional institutes that adhere to highest professional standards.

Our membership includes Professional Background Screeners Associations, Institute of Human Resource Management, A Certified Blue Company. Our commitment to standards has seen us make representation in the technical committee that was hand-picked by the Kenya Bureau of Standards (KEBS) to come up with the Human Resource Management – Employment Screening – Guidelines (KS 2827:2018 Kenya Standard — Human resource management — Employment screening — Guidelines 3 First Edition) which has since been gazetted.



- **Technology Drive**

Arope Group Limited has an ERP system that offers several key features which revolutionizes the background screening process. These features are: **Centralized Data Management, Automated Screening Workflows, Embedded Screening Procedures, Customizable Dashboards and Reports and Seamless Integration**

Our ERP system seamlessly integrates with existing HR systems, applicant tracking systems (ATS), and other relevant platforms, ensuring a smooth transition and minimal disruption to your existing infrastructure.

- **Data Privacy & Protection Drive**

- We comply with The Data Protection Act – No24of2019.
- We utilize strict document and data protection policies to ensure that no private information can be accessed by unauthorized individuals.
- We absolutely never sell data to any third-party entity.
- We shred all personal documents once they have been processed and protect our online system utilizing the most secure technology available.
- We care about our client applicant's Privacy Info and we are dedicated to securing and protecting the private information we deal with on a daily basis.



## EFFICIENCY DRIVERS

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- **Ethics Drive**

Arope Group Limited is guided by code of ethics from:

- PRIVATE SECURITY REGULATORY AUTHORITY
- ASIS CERTIFICATION CODE OF PROFESSIONAL RESPONSIBILITIES.
- PROFESSIONAL BACKGROUND SCREENING ASSOCIATION.
- HUMAN RESOURCE MANAGEMENT EMPLOYMENT SCREENING GUIDELINES.
- BLUE COMPANY CORRUPTION FREE CERTIFICATION



MAKE BETTER HIRING DECISIONS WITH US

# OUR SPECIALITIES

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- Pre-employment checks
- Employment background checks
- Criminal records and background check services
- Documents verification services
- Business Due Diligence investigations
- Security Risk and Safety management
- Fraud and risk awareness programs
- Trucking and transportation background checks
- Social media checks
- Psychometric Checks
- Drug Testing Checks
- Insurance Claims and Fraud Investigations
- International background checks
- Business Continuity Planning
- Cyber Security Management and Forensic investigation services
- Workplace Health and Safety management consultancy
- Executive Protection Services
- Due diligence and investigations
- Background checks by need





MAKE BETTER HIRING DECISIONS WITH US

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## OUR SERVICES



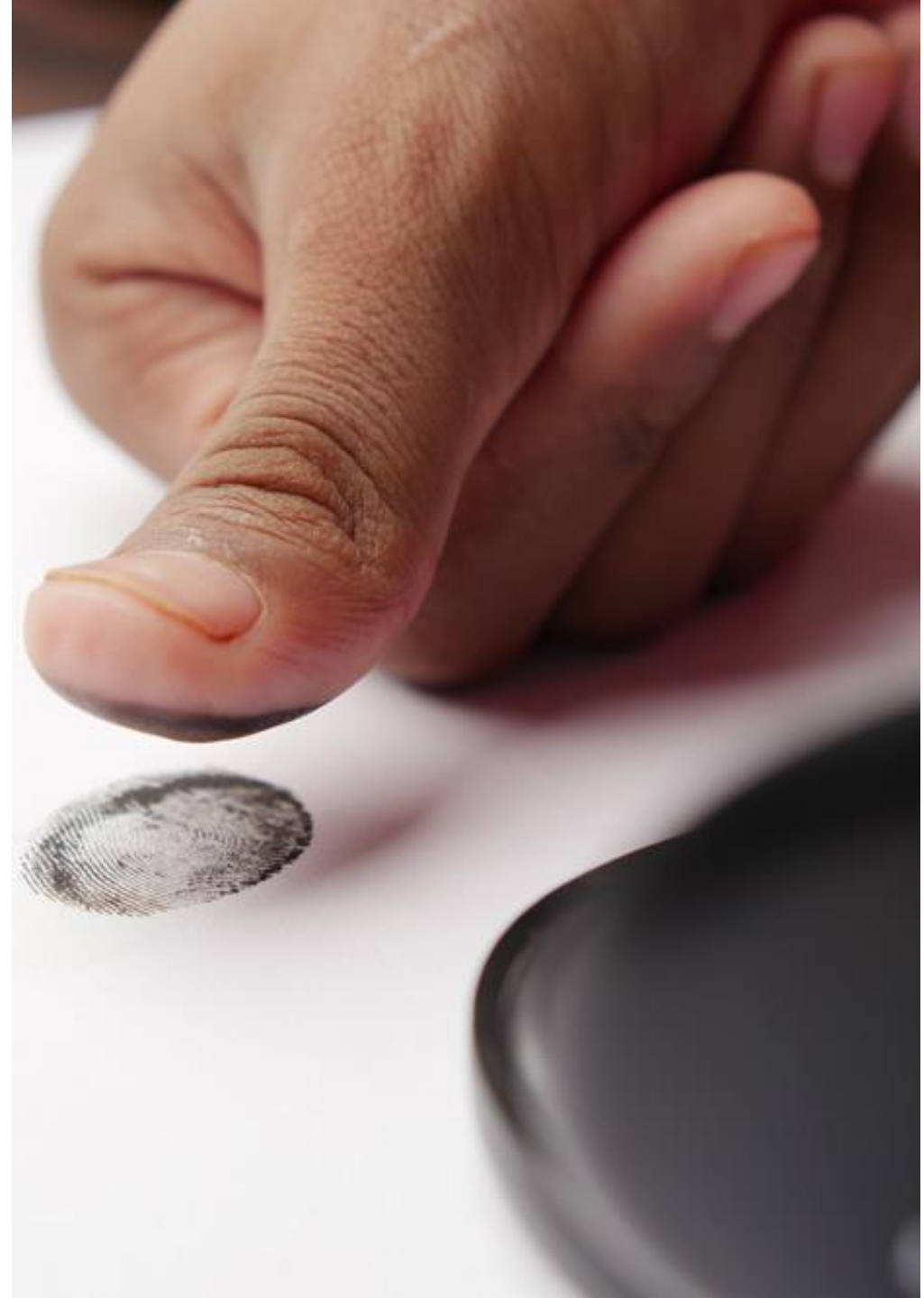
# • Identity Checks

**This check confirms that the thumb print provided belongs to the particular individual.**

Completing background checks based on false identity information could prevent you from receiving an inaccurate report on the candidate, as candidates may provide false details in an effort to conceal adverse information. Identity verification is therefore an important first step for any background check.

We conduct following services for identity check:

- I.D Confirmation
- Address Verification
- Passport Checks
- Character / Professional References (x2)
- Directorship Search
- Electoral Roll Search
- Right To Work Check



# • Criminal Records Checks

Criminal records can be obtained for various purposes including employment, adoption, international travel, citizenship, name change or a record suspension.

We make criminal checks a standard part of your overall pre-employment assessment.

## These are the services you get;

- Basic Disclosure (Police Clearance Certificate)
- Standard Criminal Records
- Enhanced Criminal Check

## Criminal Records

Your Personal	
Name <input type="text"/>	Unit No. <input type="text"/> Street No. <input type="text"/> Street <input type="text"/>
Date of birth <input type="text"/>	Town/City/Suburb <input type="text"/> State <input type="text"/> Post Code <input type="text"/>
Day / Month / Year <input type="text"/> Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Nationality <input type="text"/>	Country <input type="text"/>

DEPLOYMENT	
1 Putting your strategy into action is how your marketing plan should work.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2 The objectives will be based on how you gain sales by acquiring and keeping customers.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3 Marketing strategy's goal is to increase sales and achieve advantage over other competitions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4 It is a process to allow an organization to focus resources on the greater opportunities to increase sales and achieve the company's target.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5 You should consider on thinking what your customers need you to be.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6 It should have the details on how your sales are followed up and the activities your doing to develop your offers.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7 The marketing plan should be innovative.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8 You should consider on thinking what your customers need you to be.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9 The strategy of branding you have should be consistent, because it leads to a strong brand equity.	<input type="checkbox"/> Yes <input type="checkbox"/> No

1. Do you wear glasses or contact lenses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do you have a physical or mental condition which requires that you take medication?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever had a seizure, blackout , or loss of consciousness?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you have a physical condition which requires you to use special equipment in order to work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you ever had a seizure, blackout , or loss of consciousness?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have you been convicted within the past ten years in this state or elsewhere of any offense	<input type="checkbox"/> Yes <input type="checkbox"/> No

# • Educational Checks

**This check verifies educational background information including confirmation of attendance and qualification received.**

We conduct educational qualification check for each employee with respect to the qualifications that have been submitted by them in accordance with the organization's policies and procedures.

A large number of applicants make false & wrong qualification claims to get a job. We offer Education Qualification check of the candidate who is applying to join your corporation.

**We conduct following services for Educational qualification check:**

- Verification Of The Highest Education
- Verification Of All Education Level i.e. High school Upwards
- Verification Of Professional Qualification
- Verification Of Professional Membership





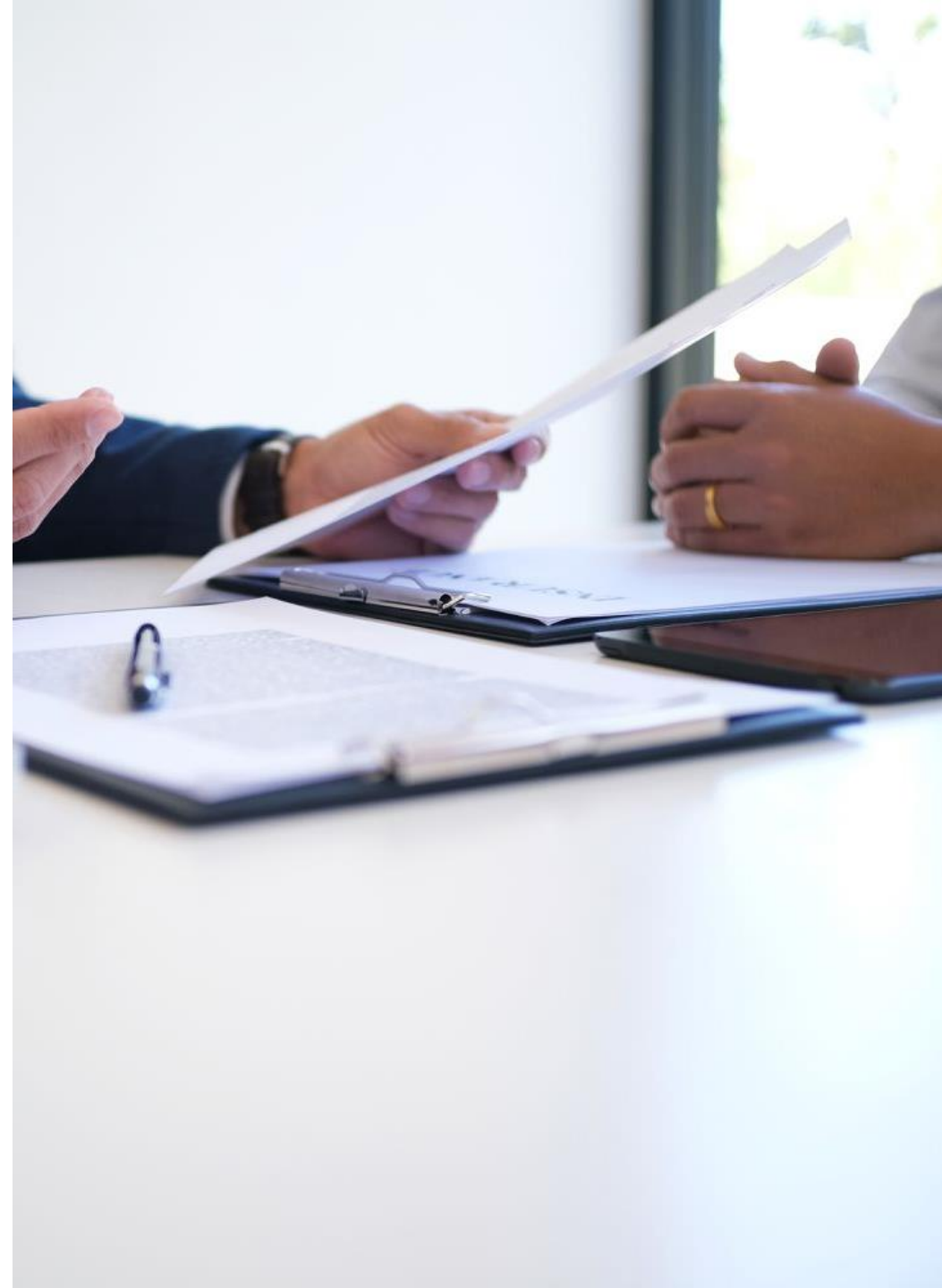
# • Employment Checks

**Confirming a candidate's past work experience is one of the most important background checks an employer can conduct.**

It is very important for you to be sure that the person you are hiring has the experiences you believe are necessary to effectively perform the job for which they are applying for.

**We collect the following factual information about your candidate's work history from Human Resources:**

- Position Held
- Duration Of Employment
- Duties And Responsibilities Held
- Reason For Leaving
- Eligibility For Re-employment
- Any Other Information



- **Employee Audits & Monitoring**

Employee fraud may not be a major threat to the well-being of an organization, but can significantly drain on the bottom line and have a number of other negative impacts.

Even in generally well run companies, fraud still takes place. According to the 2012 ACFE report, an average organization loses 5% of its revenues to fraud - a staggering sum. People are fallible and there is always going to be at least one bad apple. Policies will be ignored, and controls are never perfectly effective.

**We can help the senior management to mitigate this toxic problem by monitoring and auditing the employees.**



- # Credit Checks

Understanding a candidate's background can help to mitigate the risks posed to your business by individuals under financial strain.

This is of vital importance especially if you are recruiting for a role that involves financial management, accounts or sensitive data.

**We conduct following Services for financial check:**

- Bankruptcy / Insolvency Checks
- Credit Score (Credit Bureau)
- Anti-Money Laundering Check





- **Professional Membership Checks**

This check will verify an individual's membership directly with the professional organization, and will obtain details such as the type of membership held and the current membership status.



- **Reference Checks**

This check is conducted on at least two referees for a comparative and suitability assessment. It is used to provide insight on the candidate's skills, knowledge and developmental areas. It is also used to confirm and verify information gathered from the CV.





- ## Driving License Checks

You must physically carry a current and valid driving license to operate a motor vehicle. If your organization is looking to hire drivers, you should have the applicants verified.

We help you verify the current status of the driving license, a list everything holding on the license, convictions, violations, collisions, suspensions, revocations and disqualifications.



- ## Tenant Screening

Tenant screening can provide insight into a tenant's credit report, employment report and payment history as well as length of residency.

Tenants with a history of not paying their rent, that have been evicted or have a criminal record are more likely to cause problems.



## • Document Verification

- Passport Verification.
- Verification of Alien Registration.
- Payslips Verification.
- Company Ownership Documents.
- Property Ownership Documents.

## • BACKGROUND CHECKS BY NEED

We can tailor background checks according to your needs. You can be confident that the information you receive is comprehensive and timely.

Other services provided are;

- Social Media Checks
- Due Diligence
- Background Investigations



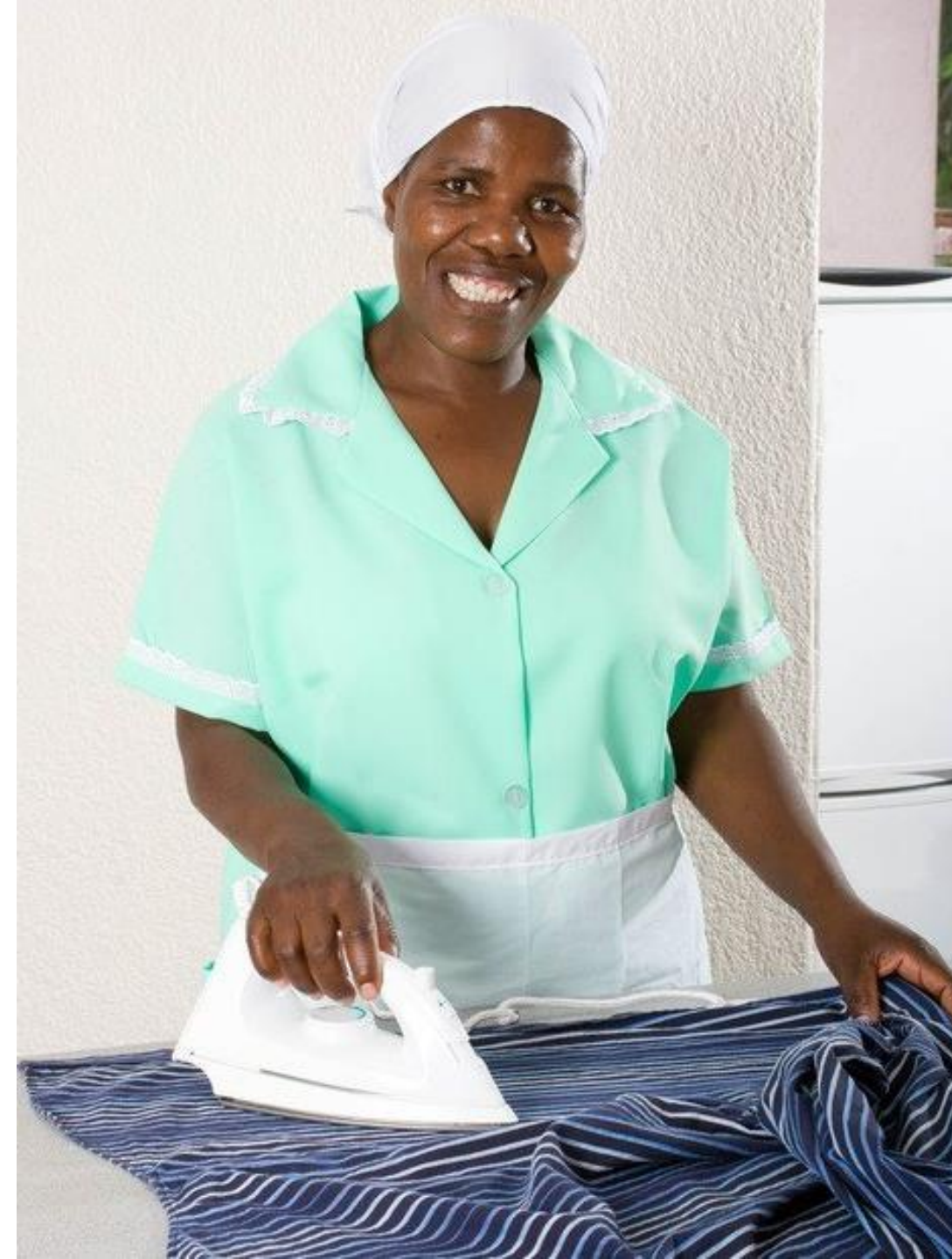


- **Domestic Workers Check**

Back in the day, when life was simpler, hiring a domestic worker who had been recommended by a friend or family member was considered the norm. But these days, as crime rates soar, hiring someone to work in your home without doing a thorough background check can be downright dangerous.

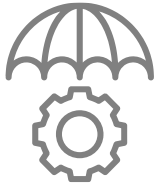
**AropeGroup can help you hire the most suitable domestic worker by running background checks on them and obtaining detailed information like their address, reference contacts, criminal records, previous employers and the reason why they quit their previous job.**

You want to employ someone who is trustworthy and clean from any crimes, contact us for these services.



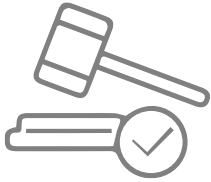
# Foundational Aspects of Screening & Background Checks

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## **Risk Mitigation**

One of the primary reasons for screening and background checks is to mitigate risks. This helps in reducing the likelihood of financial or security-related problems.



## **Legal Compliance**

Many industries and professions have legal requirements or regulations that mandate background checks. Compliance with these regulations is crucial to avoid legal liabilities and maintain a good reputation.



## **Quality Assurance**

Ensure the quality of the individuals being considered. Employers may verify an applicant's qualifications, experience, and references to confirm that they possess the skills and knowledge necessary for the job. Similarly, suppliers and business partners might be screened to ensure they meet certain quality standards or ethical criteria.



# Our Reach

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As active members of Professional Background Screening Association we have partnered with leading Screening Companies, to expand Arope Group's services internationally, particularly across the African continent.



Kenya



Uganda



Tanzania



Egypt



Rwanda



Nigeria



Ghana



DRC



Eswatini



South Africa



Malawi



Zimbabwe



Zambia



Lesotho



Sierra Leone



Burundi



South Sudan



Ethiopia

# Why Arope?

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- We are an **experienced team** that is **well networked**.
- We establish **strong relationships with institutions of interest**.
- We have **effective operating procedures**, we support the outcome of our services with audible proof of action done.
- There is **clarity of our vision** to be the pace setters in background screening and to offer world class services.
- Our **service delivery** is anchored on and guided by our core values.
- We are committed to invest in **the right people and technology**.
- We assure **quality services** as our practices are regulated by IHRM and PBSA.



**Partner with Arope Group Limited to ensure the integrity and competence of your workforce while making informed decisions.**

# CERTIFICATES

## OFFICE OF THE PRESIDENT

Registration No. PSRA/AGL/19/81

*Issued pursuant to Section 28  
Private Security Regulation Act No. 13 of 2016*



### MINISTRY OF INTERIOR AND CO-ORDINATION OF NATIONAL GOVERNMENT PRIVATE SECURITY REGULATORY AUTHORITY

#### REGISTRATION CERTIFICATE FOR CORPORATE PRIVATE SECURITY SERVICE PROVIDER

I, **FAZUL MAHAMED YUSUF**, Chief Executive Officer/Director of The Private Security Regulatory Authority, certify that  
AROPE GROUP LIMITED has this day been registered as a Corporate Private  
Security Service Provider under Section 28 of the Private Security Regulation Act No. 13 of 2016 as applied for.

This registration is granted under the following terms and conditions:-

1. All Private Security Services shall be delivered in accordance with The Constitution of Kenya, The Laws of the Republic of Kenya, The Private Security Regulation Act No. 13 of 2016, The Code of Conduct and Guidelines as shall from time to time be issued by the Authority;
2. This registration shall remain in force for five (5) years from the date of issue, subject to annual license renewal;
3. The corporate private security provider shall at All times display this registration certificate at its primary place of work.

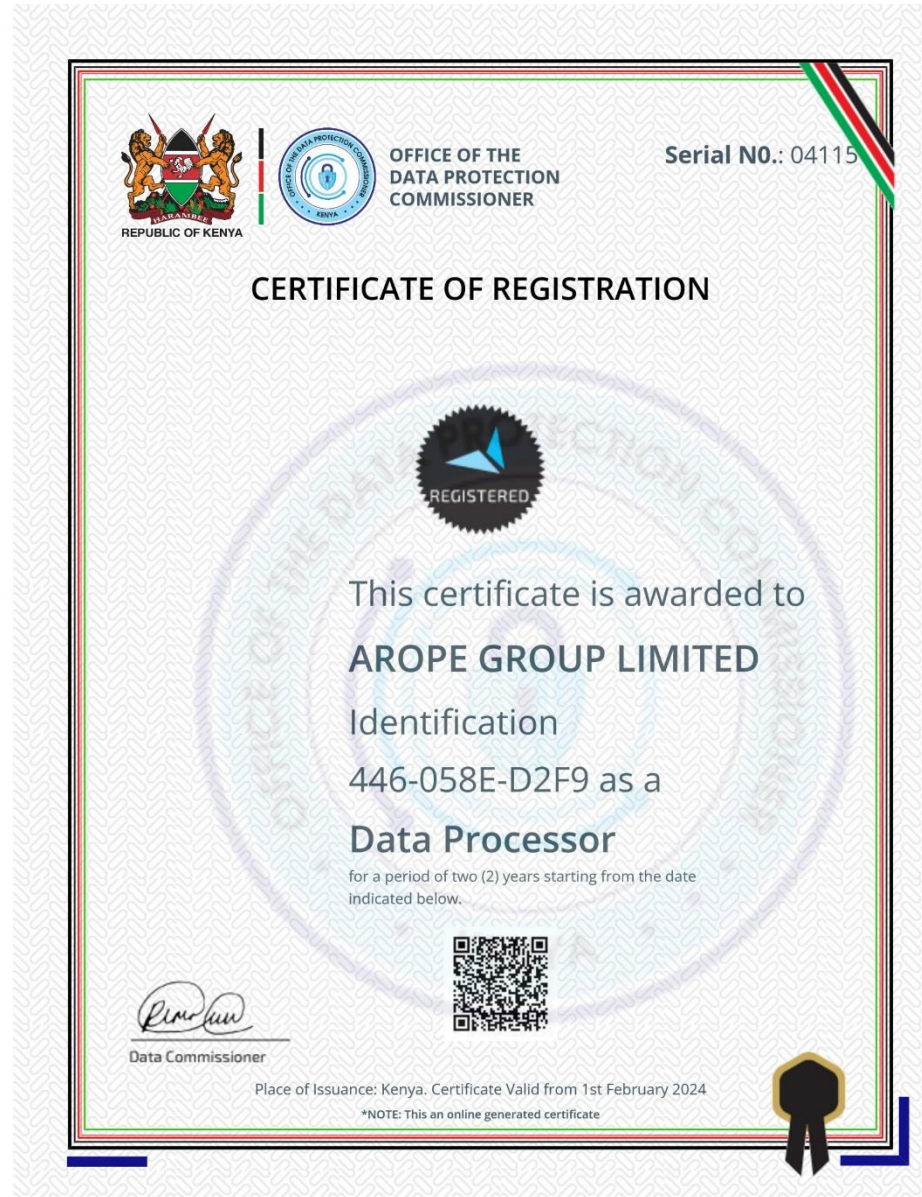


13/07/2022.  
Date of issue

**FAZUL MAHAMED YUSUF**  
Chief Executive Officer/Director  
Private Security Regulatory Authority

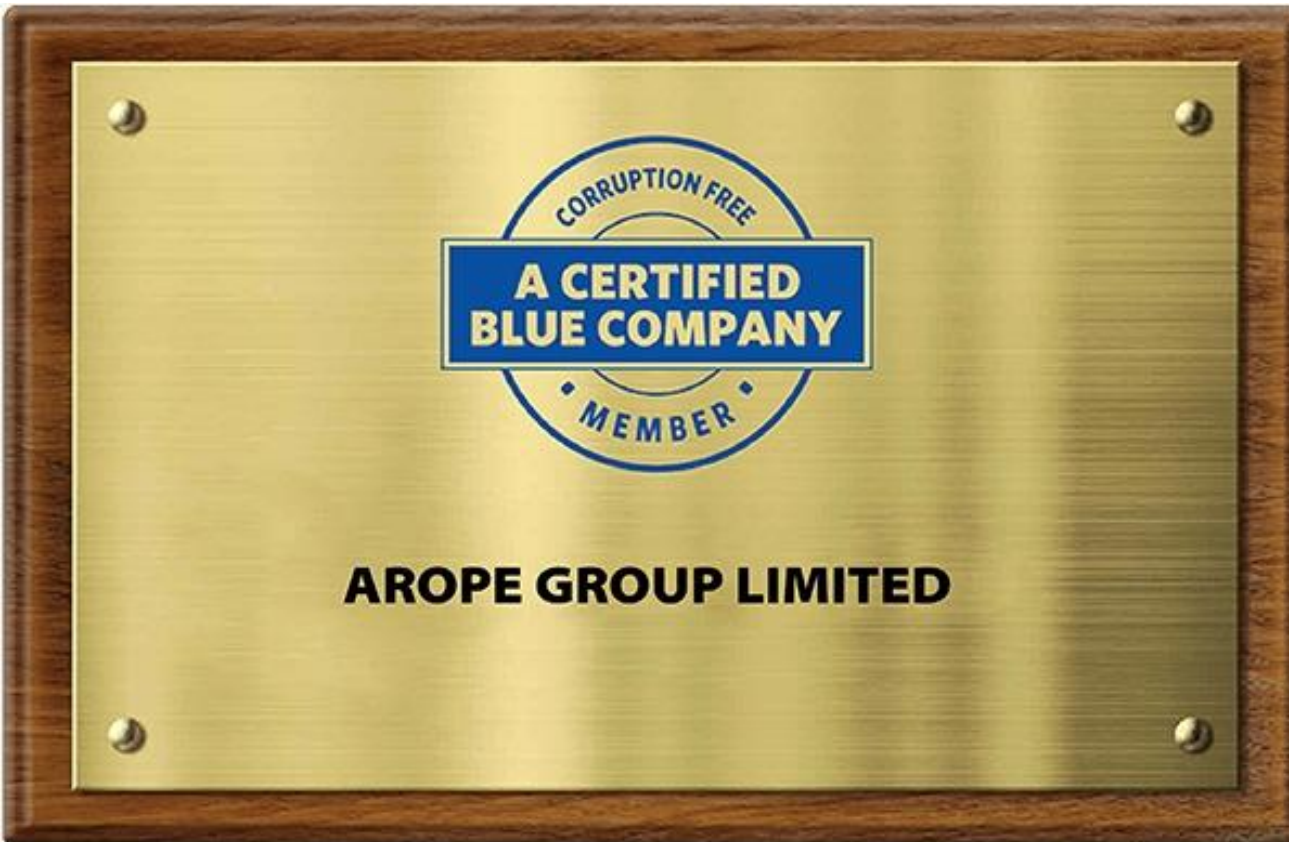


# ● CERTIFICATES



- CERTIFICATES

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# Our Unique Value

At Arope Group Limited, we're changing the game in background screening. We stand out for our accuracy, innovative tech, and personalized support. Whether you're a global player or a local business, we tailor our services to fit your needs. Our transparent processes, future-ready solutions, and cost-effectiveness make us the go-to choice. Choose Arope for peace of mind, smart decisions, and a future built on trust.

## Reach Out!

**Email:** [info@aropegroup.com](mailto:info@aropegroup.com)

**Phone:** +254 706709777

**Phone:** +254 725 214 688

**WhatsApp:** +254 703938266

**Website:** [www.aropegroup.com](http://www.aropegroup.com)

**Location:** Vedic House 5th Floor, North Wing,  
Mama Ngina Street

    @aropegroup







## INTERNATIONAL AWARDS



- *Most affordable screening services provider Kenya*
- *Most specialized background screening company Kenya*
- *Best background screening company in Kenya*
- *Best customer related background screening company Kenya*



- *Excellence in Employee Screening 2023 - Kenya*

Trust  
But  
Verify