

3 July 2017

D Dahya  
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Dear D Dahya

Thank you for your Official Information Act request, received on 22 June 2017. You asked:

*I would like to know why IRD has a policy that does not allow them to provide work references to former employees?*

Providing written references for employees is not standard practice. Regarding written work references, Inland Revenue's *Ending Employment Policy* states:

*IR does not generally issue written references to employees other than a 'statement of service' which sets out an employee's date of joining, last day of employment, position held on exit, reason for leaving, employment status and periods of leave without pay.*

However, the *Ending Employment Policy* also states:

*Leaders may offer to provide a verbal work reference, commenting on the work activities and performance of employees who are leaving IR.*

People leaders at Inland Revenue can, and do, provide verbal work references for their current and former employees.

Thank you for your request. I hope that the information provided is of assistance to you.

Yours sincerely



Mark Daldorf  
**Chief People Officer**