

## EMPLOYMENT OF EX-OFFENDERS

### 1. Introduction

The Company is committed to equality of opportunity for all job applicants and undertakes to treat all applicants for positions fairly. Applications are welcomed from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications, experience and the requirements of the post.

The Company's approach towards employing ex-offenders depends on whether the job is, or is not, exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure is only requested where it is proportionate and relevant to the position concerned.

### 2. Jobs Covered by the Rehabilitation of Offenders Act 1974

The Company will not automatically refuse to employ an individual on account of a previous criminal conviction.

During job interviews, interviewees will be asked to disclose any unspent convictions, but interviewers will not ask about spent convictions or expect interviewees to disclose any spent convictions.

Interviewees should be aware that if they have a conviction that is not spent and the nature of the offence is relevant to the job for which they have applied, the Company will review the individual circumstances of the case and may not select the individual for employment.

### 3. Jobs that are Exempt from the Rehabilitation of Offenders Act 1974

If the job for which the Company is recruiting is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003, the Company will require the candidate to declare all convictions, both spent or unspent. Interviewees should expect to be asked about any information they have declared and it is important that they are honest with the interviewer in this regard. However, the Company will not refuse to employ an individual unless the nature of the conviction is relevant to the job for which the individual has applied.

When the Company has made an offer of employment to an individual, it will seek documentary evidence about that person's criminal convictions and seek the candidate's agreement to make a joint application to the Disclosure and Barring Service (DBS). If the individual is a member of the DBS update service, the Company will, carry out a status check on any current certificate.

#### 4. Data Protection

The Company shall ensure that all information provided about an individual's criminal convictions is used fairly, and stored and handled appropriately and in accordance with the provisions of the Data Protection Act 1998.

**This policy has been approved & authorised by:**

**Name:** Dan Carlin  
**Position:** Business Director  
**Date:** 18<sup>th</sup> December 2017  
**Signature:**