

Supply Desk : Policy Statement on the Recruitment of Ex-Offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Supply Desk complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.
- Supply Desk undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Supply Desk will only ask an individual to provide details of convictions and cautions that Supply Desk is legally entitled to know about. A DBS certificate at either standard or enhanced level can legally be requested where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate, Police Act Regulations as amended.
- Supply Desk will only ask an individual about convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).
- Supply Desk is committed to the fair treatment of its candidates, applicants, staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- Supply Desk actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- Supply Desk selects all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.
- Supply Desk ensures that all of its staff who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- Supply Desk also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).
- At interview, or in a separate discussion, Supply Desk ensures that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the termination of registration or of the registration process (as applicable), with Supply Desk.
- Supply Desk makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS code of practice and makes a copy available on request.

- Supply Desk undertakes to discuss any matter revealed on a DBS certificate with the individual seeking registration, before proceeding to terminate the registration, or the registration process, with Supply Desk.

Version 1

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