

RECRUITMENT OF EX-OFFENDERS POLICY

As an organisation using the Disclosure and Barring Service to assess applicants' suitability for positions in regulated activity, Principal Resourcing complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

Principal Resourcing undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Principal Resourcing can only ask an individual to provide details of convictions and cautions that Principal Resourcing are legally entitled to know about. Where 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))

Principal Resourcing can only ask an individual about convictions and cautions that are not protected.

Principal Resourcing is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This policy is made available to all DBS applicants at the start of the recruitment process

Principal Resourcing 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.

Principal Resourcing selects all candidates for interview based on their skills, qualifications and experience.

Principal Resourcing ensures that all staff who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

Principal Resourcing 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.

At interview, or in a separate discussion, Principal Resourcing ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment/assignment.

Principal Resourcing makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.

Principal Resourcing undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.