

RECRUITMENT OF EX-OFFENDERS

1.0 Objective

The purpose of this procedure is to clarify the Company's position relating to the recruitment of ex-offenders.

2.0 Scope

This procedure applies to all permanent employees of Azure Charitable Enterprises or any subsidiary – whether full or part time and, where appropriate, employees employed on fixed term contracts.

This procedure does not confer any contractual rights.

3.0 Procedure

3.1 Any post that is to be advertised will clearly indicate whether a DBS check will be required.

3.2 Where a DBS check is required for the post being applied for, applicants will receive the relevant information relating to this within the application pack.

This will include Azure's policy statement regarding the employment of ex-offenders (as set out overleaf).

3.3 Candidates for interview will be selected for interview against the relevant job specification.

3.4 Interviews will be undertaken and successful applicants will be offered the post subject to a satisfactory DBS check.

3.5 On receipt of the DBS check any convictions listed will be taken into consideration in relation to the job applied for.

3.6 Where a conviction places a relevant risk in relation to the roles and responsibilities of the post being offered, the offer of employment may be withdrawn.

3.7 Where the DBS check indicates a conviction that is unrelated to the roles and responsibilities of the post being offered, the conviction will be disregarded.

3.8 Where convictions are relevant to the roles and responsibilities of the post being offered, consideration will be given to the time spent from the date of conviction to the current date of which will have some influence as to whether the post offer is maintained or withdrawn.

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

In using the Disclosure and Barring Service (DBS) to assess an applicant's suitability for positions of trust, Azure fully complies with the DBS Code of Practice and treats all applicants fairly. Azure will not discriminate on the basis of conviction or other information revealed by a Disclosure.

Azure 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.

Azure has a written policy on Recruitment of Ex-Offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

Azure actively promotes equality of opportunity and welcomes all applications including those with criminal records. Azure selects for interview based on skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required all job adverts and recruitment documentation will state that a Disclosure will be requested in the event of a position being offered.

Where Disclosure is applicable Azure encourages all applicants to provide details of their criminal record on the application form. Azure requests that detailed information of any such criminal record is sent under separate, confidential cover to the Personnel Administrator and guarantees that this information is only seen by those directly relevant to the recruitment process.

There is a requirement within certain departments that due to the nature of the services that all staff in those departments have an Enhanced Disclosure.

Azure ensures that those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Azure 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 any interview or discussion Azure ensures that 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. Any convictions disclosed will be taken into consideration in the context of the roles and responsibilities of the post to be filled.

The Company makes every subject of a DBS check aware of the existence of the DBS Code of Practice and a copy is available upon request.

Azure undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an individual from working for Azure. This will depend on the nature of the position and the circumstances and background of any offence(s).