

Ex Offenders Recruitment Policy

General Principles

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, PETA Limited complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders will be made available to all Disclosure applicants as an integral part of the recruitment process.

We actively promote equality of opportunity and diversity and welcome applications from a wide range of candidates, including those with criminal records. Candidate selection for interview is based on skills, qualifications and experience.

A Disclosure is only requested if it is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, job adverts and job profiles will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Company and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the Company to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure 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.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

Having a criminal record will not necessarily bar an individual from being employed by the Company. This will depend on the nature of the position and the circumstances and background of the offences.