



## Action Community Enterprises CIC (ACE)

# Recruitment of Ex-offenders Policy



<b>Policy number:</b>	REO01
<b>Version:</b>	1.0
<b>Policy holder:</b>	Lou Gardiner
<b>Approval board:</b>	ACE Board of Directors
<b>Date of original approval:</b>	September 2022
<b>Date of latest approval:</b>	September 2023
<b>Review period:</b>	Annually
<b>Date of next review:</b>	September 2024

### Action Community Enterprises CIC

Viking House, Dewing Road, Rackheath Industrial Estate, Norwich, NR13 6PS. Company No. 7663378  
Tel: 01603 72030, Email: [info@ace-project.org.uk](mailto:info@ace-project.org.uk)

## Recruitment of Ex-offenders Policy

- 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), ACE complies fully with the code of practice and undertakes to treat all applicants for positions fairly
- ACE undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- ACE can only ask an individual to provide details of convictions and cautions that ACE 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)
- ACE can only ask an individual about convictions and cautions that are not protected
- ACE 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
- ACE has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- ACE 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
- ACE select 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. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- ACE ensures that all those in ACE who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- ACE 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, ACE 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
- ACE undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.