

Recruitment of Ex-offenders Policy

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, NCM complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

NCM 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 Disclosure applicants at the outset of the recruitment process.

We actively promote 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. We select all candidates for interview based on their skills, qualifications, and experience.

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

All application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

We encourage all applicants to provide details of their criminal record at an early stage in the application process and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

We ensure that all those involved in the recruitment process are familiar with this policy and appropriate guidance in the relevant legislation relating to the employment of ex-offenders as follows:

- Rehabilitation of Offenders Act 1974 (refer to leaflet issued by NACRO).
- CRB Disclosure Policy (NMS_04.17.04.02).
- CRB Disclosure Code of Practice.
- Guidance to CRB Checks issued by CSCI.
- Guidance on CRB Checks Portability and Durability from the CSCI website.
- Guidance on Recruiting Safely, issued by the Forum on the Employment of Ex-offenders in Care Settings.
- Employing Ex-offenders Practical Guide, issued by CIPD.

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

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is directly relevant to the position sought could lead to withdrawal of an offer of employment.

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

We undertake 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 you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.