

## **POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS**

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

The Meningitis Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, religion or belief, ethnic or national origins, colour, creed, nationality, gender, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which 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.

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 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.

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 recruitment process. We request that this information is sent under separate, confidential cover to the Human Resources Manager and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

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

We ensure that all those in the Meningitis Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received the 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, we ensure that an open and measured discussion takes place on the subject of any offences and other matters the might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment or possible disciplinary action.

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. It is also available at [www.disclosure.gov.uk](http://www.disclosure.gov.uk).

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.

If you have any questions relating to this policy statement, please contact the Human Resources Manager.