Recruitment of Ex-offenders Policy

INTRODUCTION

Simple Recruitment Services Ltd 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.

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 Simple Recruitment Services Ltd to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and Police Crime Sentencing and Courts Act 2022.

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 engagement.

Once the details of a conviction have been confirmed we will determine which type of vacancies the candidates may be suited to. Prior to placing the candidates with a hirer we will disclose the nature of the unspent conviction to the hirer for them to consider whether to accept the candidate on to their premises.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Simple Recruitment Services Ltd complies fully with the DBS 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 a conviction or other information revealed.

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 application process.

We request that this information is sent under separate, confidential cover, to a designated person within Simple Recruitment Services Ltd and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

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. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of engagement.

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.

Disclaimer: This policy is meant to provide general guidelines and should be used as a reference. It may not take into account all laws and is therefore not a legal document. The Company will not assume any legal liability that may arise from the use of this policy.

Signed: Gary Phillips – Operations Director

Date: September 2025