

# RECRUITMENT OF EX-OFFENDERS POLICY

*This policy and its supporting procedure are expressly excluded from your contract of employment with Bryson Charitable Group.*

## INTRODUCTION

This policy and the associated procedure derive from our Equal Opportunities Policy and set out Bryson Charitable Group's (Bryson) approach to equality of opportunity in the workplace with regards to the recruitment of ex-offenders. As an equal opportunity employer we will make every good faith effort to comply with the spirit and letter of the equality laws with regards to the procedures we establish to check the background of prospective new employees.

The purpose of this policy and its associated procedure is to provide a framework for the equitable selection of new employees. One which complies with all relevant statutory legislation, demonstrating that Bryson recognises its legal responsibilities to applicants including ex-offenders; and highlighting its commitment to fulfilling those responsibilities.

This policy and the associated procedure apply to all prospective employees and volunteers of Bryson Charitable Group.

Hard copies of all HR Policies and Procedures are available: to inspect in hard copy in your local HR Department; and/or in soft copy on request to the HR Department or your line manager.

## GUIDING PRINCIPLES

- 1. Equal Opportunity Policy.** This policy is supported by the Recruitment of Ex-Offenders Procedure and employees are asked to make themselves familiar with same. We are an **equal opportunities employer**. Bryson is committed to providing equality of opportunity for all applicants, including ex-offenders. We are committed to preventing unlawful discrimination against ex-offenders, fulfilling our legal obligations and complying with our Equal Opportunities Policy. We are also committed to ensuring that the relevant checks are carried out before a person is made a confirmed job offer. This includes checks specific to the post as well as to the individual.
- 2. Intention:** Bryson complies fully with the Code of Practice, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by Access NI under Part V of the Police Act 1997, for the purposes of assessing Applicant's suitability for employment purposes, voluntary positions, licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed.

**3. Equal Opportunity in Recruitment.** Bryson will seek to promote and provide equality of opportunity in its dealings with employees, workers and job applicants and to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins, being an Irish Traveller)
- Disability
- Sexual orientation
- Age

**4. Equality Commitments:** Bryson is committed to:

- promoting equality of opportunity for all persons.
- promoting a good and harmonious working environment in which all persons are treated with respect.
- preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- fulfilling all our legal obligations under the equality legislation and associated codes of practice.
- complying with our own equal opportunities policy and associated policies and procedures; and
- taking lawful affirmative or positive action, where appropriate regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

**5. Employee Responsibilities.** Employees must familiarise themselves with the standards of the business and their acceptance of employment implies a willingness to respect and abide with our equal opportunity's commitment. Employee must take all reasonable steps to conduct themselves in accordance with this policy or associated procedure.

**6. Management Responsibilities.** Senior Management are responsible for fully supporting the implementation of the policy and procedure consistently throughout the organisation. **Line management must ensure** the policy is communicated and understood; and implement the policy and procedure equitably and in line with current legislation and best practice.

**7. Human Resources Responsibilities.** Must ensure Access NI checks for all prospective new employees within in specified roles are completed prior to start of employment. Advise managers and disclosure panel members on all aspects of the policy and procedure to ensure they operate it in a fair and effective manner. Advise employees and applicants on all aspects of the policy and procedure.

**8. Discrimination And 'Bullying'.** **Discrimination And 'Bullying'.** We have a zero-tolerance policy for discrimination, harassment, victimisation, or bullying. Any allegation linked to anti-discrimination legislation including gender, gender reassignment, sexual orientation, marriage, civil partnership, disability, race, age, religious beliefs or political opinions will be investigated as potential gross misconduct and where appropriate will be dealt with under the disciplinary procedure and may result in summary dismissal.

**9. Fairness and Independence.** Bryson Charitable Group reserves the right to appoint a third party to act as our agent for the purposes of conducting investigations, chairing meetings,

chairing hearings, and chairing appeals, should this be deemed necessary in the interests of fairness and independence.

10. **Confidentiality.** Bryson will take all reasonable steps to ensure that confidentiality is maintained throughout the process to the extent permitted by law. All employees involved in any capacity within the Recruitment of Ex-Offenders Policy and or Procedure must ensure that confidentiality is maintained at all times. Any information relating to criminal convictions will only be seen by those who need to consider it as part of the selection process and in accordance with all Information Management and Data Protection policy and procedures.
11. **Written Records (including electronic records).** Records will be kept of any disciplinary warnings on an employee's personal file until the time limit has elapsed. All records will be kept confidential and in accordance with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation.
12. **Review.** The effectiveness of this policy and its supporting procedure will be annually reviewed by the HR Department to ensure its effectiveness and compliance with changes in employment law and action taken to update and/or amend as deemed appropriate.