

# recruitment of ex-offenders statement.



Randstad is an organisation committed to all efforts to prevent discrimination or other unfair treatment against any applicant, potential applicant or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

As an organisation using the services of Disclosure & Barring Services (DBS), AccessNI (ANI) and Disclosure Scotland (DS) to assist in the safe recruitment process by way of assessing applicant's suitability for positions of trust; Randstad complies fully with the relevant Codes of Practice and undertakes to treat all applicants for positions fairly. A copy of the relevant codes of practice can be obtained from the DBS/ANI/DS websites.

It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. 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 an interview based on their skills, qualifications, and experience. A criminal record check is only requested where the position has entitlement and only to the level appropriate to the role.

For those positions where a check is required, all application forms and recruitment briefs will contain a statement that a check will be requested prior to 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 understand that the information provided and that which may be returned through a criminal record check is sensitive personal information and as such we guarantee that this information is stored securely and is available only to those who need to have access in the course of their duties.

## filtering

Filtering rules were first introduced on 29 May 2013 when amendments were made to legislation that affected both what an employer can ask an individual in relation to convictions and cautions, and what is disclosed on a Standard or Enhanced DBS certificate. Individuals are no longer required to disclose information about any 'filtered' offences and employment businesses and agencies are not entitled to request this information

These rules were updated on 28th November 2020 as follows:

- warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate
- the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed

Randstad's processes have been updated in accordance with these rules.

In accordance with criminal record guidelines, we will only keep your check until the relevant recruitment decision is made or if disclosures are revealed; no longer than 6 months. In such instances where a dispute arises within that period we shall keep the disclosure for a further six



months following the resolution of the dispute. This period shall only be exceeded in circumstances, which justify the retention for a longer period.

Unless the nature of the position allows Randstad to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. For positions involving working in 'regulated activity' with vulnerable adults and/or children, we will request information on your entire criminal record including 'spent' convictions except old or minor information that are classed as 'protected'.

We ensure that all those 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 appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Randstad has a written criminal record policy and process, which all persons concerned with recruitment have access to and abide by. At an interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters 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 or your dismissal. We make every subject of a criminal record check aware of the existence of the relevant 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.