

## Recruitment of Ex-Offenders – Policy Statement

1. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, British Orienteering 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
2. British Orienteering is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable
3. British Orienteering makes this policy on the recruitment of ex-offenders available to all Disclosure applicants at the outset of the recruitment process
4. British Orienteering actively promotes 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. British Orienteering selects all candidates for interview based on their skills, qualifications and experience
5. 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, this will be specified in job adverts and recruitment literature
6. Where a Disclosure is to form part of the recruitment process, applicants will be asked to provide details of their criminal record at an early stage in the application process. This information will only be seen by those who need to see it as part of the recruitment process
7. Unless the nature of the position allows British Orienteering to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974
8. British Orienteering ensures that all those in the company 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

9. At interview, or in a separate discussion, British Orienteering ensures 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 employment
10. British Orienteering makes every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and can make a copy available on request
11. British Orienteering undertakes 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 for British Orienteering. This will depend on the nature of the position and the circumstances and background of your offences