

## **Appendix 3**

### **Policy Statement on the Recruitment of Ex-Offenders**

Bangor University complies fully with the DBS Code of Practice. We undertake not to discriminate unfairly against applicants because of convictions, cautions, reprimands or outstanding criminal proceedings. We are committed to the fair treatment of staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

We recruit individuals 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 candidates for interview based on their skills, qualifications and experience. 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 of your offences.

A DBS check is only requested after a thorough assessment against the eligibility criteria prescribed by legislation. Where completion of a DBS check is a condition of an offer of employment, the job advert and Job Description will specify this requirement.

Where a DBS check is required, the post is an exception to Rehabilitation of Offenders Act 1974. We encourage applicants for such posts to provide details of their criminal record, including any spent or unspent convictions which are not protected in law, at an early stage in the application process. This information should be sent under a separate, confidential cover to the Director of Human Resources and a guarantee is given that this information will only be seen by those who need to see it as part of the recruitment process. Full details of which convictions are protected are available from the DBS website.

The University ensures that all those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstance of offences.

We will have an open and measured discussion with you on the subject of any convictions, cautions, reprimands or outstanding criminal proceedings that might be relevant to the position. Failure to reveal information that is directly relevant to the position could lead to withdrawal of an offer of employment.

Where you have disclosed to us that you have committed a criminal offence, or where a DBS check has revealed this, we will conduct an objective assessment of the impact that this should have on any offer of employment made to you. The outcome of this assessment will be discussed with you.