



Theme: Recruitment & Selection

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| Procedure Name | Recruitment of ex offenders |
| Department responsible: | Organisational Development |
| Person responsible | Head of Organisational Development |
| Procedure implementation date: | March 2019 |
| Procedure review date : | March 2021 or upon any change in legislation |

The aim of this procedure is to state Tai Tarian's approach towards employing people who have criminal convictions.

Tai Tarian is committed to equality of opportunity for all job applicants and aims to select people for employment on the basis of their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training.

Tai Tarian will therefore consider ex-offenders for employment on their individual merits. Tai Tarian's approach towards employing ex-offenders differs, however, depending on whether the job is or is not exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Jobs covered by the Rehabilitation of Offenders Act 1974

Tai Tarian will not automatically refuse to employ a particular individual just because he/she has a previous criminal conviction.

After appointment, Tai Tarian will ask job applicants to disclose any unspent convictions, but will not ask about spent convictions or expect them to disclose any spent convictions.

If an applicant has a conviction that is not spent and if, after conducting an appropriate risk assessment taking into account the individual circumstances of the conviction, the nature of the offence causes Tai Tarian to conclude that there is a significant risk to the organization, its people or its customers, Tai Tarian may at its discretion decide to retract the offer of employment.

Jobs that are exempt from the Rehabilitation of Offenders Act 1974

If the job into which Tai Tarian is seeking to recruit is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 or the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013, Tai Tarian will state this on the job advert and require the successful applicant to disclose all convictions, whether spent or unspent (other than where protected cautions and protected convictions do not need to be disclosed, depending on the job concerned). Even in these circumstances, however, Tai Tarian will not automatically refuse to employ a particular individual unless, after conducting an appropriate risk assessment taking into account the individual circumstances of the conviction, the nature of the offence causes Tai Tarian to conclude that there is a significant risk to the organization, its people or its customers. In these circumstances Tai Tarian may at its discretion decide to retract the offer of employment.

Furthermore, if the job is exempt, Tai Tarian will, once it has selected the person to whom it wishes to offer employment, seek documentary evidence about that person's criminal convictions. Tai Tarian will require the applicant's agreement to make a joint application to the Disclosure and Barring Service (DBS) for a standard, enhanced or enhanced with DBS barred lists check (as appropriate). The organisation will reimburse the individual the fee for obtaining the appropriate criminal records certificate and also pay for the individuals ongoing subscription to the DBS Online update service for as long as they are employed by Tai Tarian in a role for which this appropriate.

Data protection

Tai Tarian processes information about an individual's criminal convictions in accordance with its privacy notice for job applicants. In particular, data collected during recruitment is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. Inappropriate access or disclosure of employee data constitutes a data breach and will be reported in accordance with Tai Tarian's data protection procedure immediately.