

## Recruitment of Ex-Offenders Policy

### DBS Code of Practice

As an organisation assessing applicants' suitability for positions included in the Rehabilitation of Offenders Act 1947 (Exceptions) Order, Synergy Medical applies for criminal records checks from the Disclosure and Barring Service (DBS). In doing so, we comply fully with the Code of Practice and undertake to treat all applicants for positions in a consistently fair manner.

Synergy Medical makes every individual subject to a criminal record check submitted to the DBS aware of the existence of the Code of Practice and provides a copy of the Code on request.

### Equal Opportunities

Synergy Medical does not discriminate against any subject of a criminal record check on the basis of a conviction or any other information revealed. However, an individual's suitability for a position will depend on the nature of the offence and the relevance of the offence to the position applied for.

Synergy Medical is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Synergy Medical actively promotes equality 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 interview based on their skills, qualifications and experience.

### Applying for DBS Checks

An application for a criminal record check is only submitted to the DBS after a thorough risk assessment by our client has indicated that one is both proportionate and relevant to the position concerned. For positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested on the event of the individual being offered the position.

Synergy Medical can only ask an individual to provide details of convictions and cautions that Synergy Medical are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 as amended) and where the appropriate Police Act Regulations (as amended), Synergy Medical can only ask an individual about convictions and cautions that are not protected.

## Synergy Recruitment Consultancy Limited

London: 222 Bishopsgate, London EC2M 4QD

T: 0203 815 9020 E: [info@synergymedicalrec.co.uk](mailto:info@synergymedicalrec.co.uk)

[www.synergymedicalrec.co.uk](http://www.synergymedicalrec.co.uk)

All Synergy Medical staff members involved in the recruitment process are trained to identify and assess the relevance and circumstances of offences and have received appropriate guidance and training in legislation relating to the employment of ex-offenders, eg. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, our staff members undertake open and measured discussion 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 a withdrawal of an offer in employment.

#### Availability of the Policy

This Policy is maintained by Synergy Medical's HR representatives and is stored on the company's intranet site and made available to all applicants requiring a DBS check at the outset of the process.

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