



## **Recruitment Equality Policy**

Your Own Place is committed to the fair treatment of its staff, potential staff or people who use its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Your Own Place CIC complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Your Own Place will provide all applicants with the opportunity to discuss any previous offences, without prejudice, prior to interview.

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 the interview based on their skills, qualifications and experience.

A DBS check is only requested where it is both proportionate and relevant to the position concerned. Given the work of Your Own Place, this is likely to be the case in most circumstances.

For the positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check 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 request that any information not subject to this filtering is sent under separate,

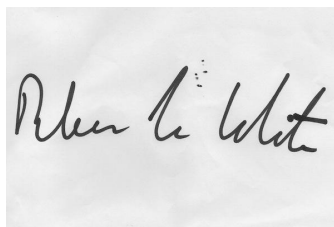
# your own place

confidential cover, to a designated person within Your Own Place and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that those leading on 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.

At interview, or more likely 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.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.



Signed: .....

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Name: Rebecca White

Organisation: Your Own Place CIC

Date: 17th March 2021