

RECRUITMENT OF EX-OFFENDERS

POLICY

Introduction

Bondelivery NI Limited has registered with AccessNI to become a responsible body and complies fully with the Service Level Agreement issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by AccessNI under Part V of the Police Act 1997.

Purpose

Information provided under AccessNI screening will be used in conjunction with assessing an applicant's suitability for employment, voluntary positions, licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed. This policy is made available to all applicants at the outset of the recruitment process.

Scope

Bondelivery NI Limited is committed to equality of opportunity (see separate Equal Opportunities Policy) to following practices, and to providing a service which is free from unfair and unlawful discrimination. We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. Having a criminal record will not necessarily bar anyone from working with the organisation. This will depend on the nature of the position, together with the circumstances and back ground of the offence(s) or other information contained on a Disclosure Certificate or provided directly to us by the police.

All applicants will be made aware at the initial recruitment stage that the position will be subject to a Disclosure and that Bondelivery NI Limited will request the individual being offered the position to undergo an appropriate AccessNI Disclosure check.

The selection of candidates for interview will be based on those who meet the required standard of skills, qualifications and experience as outlined in the essential and desirable criteria. In line with the Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979 (as amended in 2014), Bondelivery NI Limited will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure.

We undertake to ensure an open, measured and recorded discussion on the subject of any offences or other matters that might be considered relevant for the position concerned eg the individual is applying for a driving job but has a criminal history of driving offences. Giving false and/or wilfully suppressing any information that is directly relevant to the position sought could lead to disqualification, withdrawal of a conditional offer of employment or if appointed may lead to summary dismissal.

All new employees must apply for an AccessNI check. Upon request, applications for an AccessNI check should be completed within two weeks. The company reserves the right to request an additional application for an AccessNI check as circumstances dictate.

A criminal conviction received after the date of application must be declared by an individual to their departmental manager or Human Resources Manager immediately who will decide how the matter should be treated. Failure to make such declaration will constitute a breach of contract and may lead to summary dismissal and/or criminal proceedings. All offers of employment are subject to satisfactory security clearance.

Personnel Responsibility for Policy and Procedure

The **Managing Director** has overall responsibility for ensuring this policy complies with our legal and ethical obligations and that all under our control comply with it.

The **Human Resources Manager** as designated AccessNI Lead Signatory has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it and auditing internal control systems and procedures to ensure that they are effective.

Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate training on it.

General Principles

Bondelivery NI Limited may consider discussing with you any matter revealed in a Disclosure Certificate and matters sent under separate cover by the police.

We ensure that all those in Bondelivery NI Limited who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders (Northern Ireland) Order 1978).

The AccessNI Code of Practice is available at [www.nidirect.gov.uk/publications/ accessni-code-practice](http://www.nidirect.gov.uk/publications/accessni-code-practice).