

Policy on the Recruitment of Ex-offenders



Tidal Supply Ltd

Our Contact Details

www.tidal.cymru

Email - post@tidal.cymru

Phone number: 0333 242 0522

Policy updated October 2022

Reviewed Annually - October 2023

Version 1.1

Policy on the Recruitment of Ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Tidal Supply Ltd complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.

Tidal Supply Ltd undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

Tidal Supply Ltd can only ask an individual to provide details of convictions and cautions that Tidal Supply Ltd 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 appropriate Police Act Regulations as amended)

Tidal Supply Ltd can only ask an individual about convictions and cautions that are not protected.

Tidal Supply Ltd 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.

Tidal Supply Ltd has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

Tidal Supply Ltd actively promotes 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.

Tidal Supply Ltd select all candidates for interview based on their skills, qualifications, and experience an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts, and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

Tidal Supply Ltd ensures that all those in Tidal Supply Ltd who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

Tidal Supply Ltd also ensures 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 in a separate discussion, Tidal Supply Ltd ensures that an open and

measured discussion takes place 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 withdrawal of an offer of employment.

Tidal Supply Ltd makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.

Tidal Supply Ltd undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.