

# RECRUITMENT OF EX-OFFENDERS



saving the lives  
of people with  
blood cancer

- 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), Anthony Nolan complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. Anthony Nolan undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Anthony Nolan can only ask an individual to provide details of convictions and cautions that Anthony Nolan 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), Anthony Nolan can only ask an individual about convictions and cautions that are not protected.
- Anthony Nolan 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.
- Anthony Nolan has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.
- Anthony Nolan 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. Anthony Nolan selects 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 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, Anthony Nolan will endeavour to highlight this during the application process.
- Anthony Nolan provides support to recruiting managers appropriate decisions are made when assessing the relevance and circumstances of offences.
- At interview, or in a separate discussion, Anthony Nolan 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.
- Anthony Nolan 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.
- Anthony Nolan undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.