



**Friends of  
the Earth**

## Friends of the Earth Policy Statement on the recruitment of ex-offenders

**As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Friends of the Earth complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly.**

Friends of the Earth aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from diverse candidates. As Friends of the Earth meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.

- Friends of the Earth undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Friends of the Earth is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- This policy on the recruitment of ex-offenders is made available to Disclosure applicants at the outset of the recruitment process.
- 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 interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure 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 this information is sent under separate, confidential cover, to a designated person within Friends of the Earth and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Friends of the Earth to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.



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- We ensure that all those in Friends of the Earth who are involved in 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 in a separate discussion, we ensure 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.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- **Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.