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**Ex-Offenders Policy**

The Melton is committed to equality of opportunity for all applicants and aims to select people for employment based on their skills, abilities, experience, knowledge and, where needed, qualifications and training.

In order to protect The Melton’s and customers’ interests and to comply with our obligations to the regulators, we also need to ensure that the people we recruit have integrity.  Our pre-employment checks, including the criminal records checks, are a means to assess this.

Successful candidates accepting a conditional offer of employment will be asked to consent to a criminal record, or Disclosure & Barring (DBS) Service, check being conducted.  For most individuals, this will be a Basic DBS check, which will contain details of convictions and conditional cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974.

For individuals holding Senior Management Function roles, a Standard DBS check will be conducted.  The certificate will contain details of both spent and unspent convictions, cautions, reprimands and warnings that are held on the Police National Computer, which are not subject to filtering.

The Melton will consider applicants who have a criminal record on their individual merits. However, The Melton’s approach depends on the role, and whether it is covered by, or exempt from, the Rehabilitation of Offenders Act 1974.

This policy will be provided to all applicants at the outset of any recruitment process.

**Roles covered by the Rehabilitation of Offenders**

* Many roles with The Melton are covered by the Rehabilitation of Offenders Act 1974, which means that applicants for these roles cannot be treated unfavourably because they have a spent conviction.
* The successful candidate will be asked to complete an Employee Details form after receiving a conditional offer of employment.   In the Employee Details form, the individual is asked to disclose unspent convictions. The Melton will not at any stage ask job applicants questions about spent convictions or expect anyone to disclose spent convictions.
* The Melton will not automatically refuse to employ someone just because they have a previous criminal conviction. If the nature of the offence is relevant to the role they are applying for, we will review the individual circumstances and may, at our discretion, not select the individual for employment.

**Roles exempt by the Rehabilitation of Offenders**

* Some roles with The Melton are exempt from the Rehabilitation of Offenders Act 1974, including Senior Management Functions under the SM&CR, which means that applicants for these roles can be refused employment in the position where they have a spent conviction.
* If the role an individual is applying for is one of the exempt roles, The Melton will require them to disclose all convictions, whether they are spent or unspent (other than protected cautions and protected convictions, which do not need to be disclosed depending on the role concerned).

**Data Protection**

The Melton will comply with the UK General Data Protection legislation and our Group Data Protection Policy when processing information about individuals’ criminal records.  Further details on the processing of People data are provided in our Privacy notice available on our website.