

## DBS Requirements Policy



As Managing Director, I am fully committed to the application of our equality ethos, which is a fundamental aspect of our business, by ensuring fair treatment across the business. As a newly emerging company, our focus is the development of a sound foundation in Equality and Diversity. This will be a major cornerstone for the provision of our services, the XANDER RECRUITMENT GROUP LIMITED employees and contractors are the backbone of the company.

My Management Team will work to ensure the company respects and includes everyone and continues to develop a workforce that reflects the community we serve. As the company develops, we will review the requirement to provide fair and flexible employment policies and practices that respond to the different needs of our people and include them in our development process.

With this regard, we will apply the requirements of the Revised Code of Practice for the Disclosure and Barring Service (DBS), under the Protection of Freedoms ACT (POFA) when we are required to undertake disclosure and barring services.

At the interview stage, the XANDER RECRUITMENT GROUP LIMITED interviewer will ensure an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the role criteria. All information on the individuals background is aligned to the position to ensure any potential risk is controlled. Such information may include details from the DBS Certificate, where appropriate.

It must be noted, the company can only ask an individual to provide details of convictions and cautions that XANDER RECRUITMENT GROUP LIMITED are legally entitled to know about. However, 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), XANDER RECRUITMENT GROUP LIMITED can only ask an individual about convictions and cautions that are not protected.

Failure to reveal information that is directly relevant to the position sought, could lead to withdrawal of a conditional offer of employment. However, our focus will be to select all candidates for interview based on their skills, qualifications and experience.

As an organisation assessing applicants' suitability for positions, XANDER RECRUITMENT GROUP LIMITED undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and will fully comply with the Code of Practice and undertakes to treat all applicants for positions fairly. My Management Team will make 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.

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.

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Alex Stockley - Managing Director – XANDER RECRUITMENT GROUP LIMITED

*Alex Stockley*

Date: March 2024