

GROBY SINGS

Policy on Equal Opportunities (including treatment of ex-offenders)

9 March 2015

1. *Groby Sings* is committed to the **fair treatment** of its volunteers, employees or users of its services, and potential volunteers, employees or users, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability, economic status, employment status or offending background.
2. *Groby Sings* actively promotes **equality of opportunity** for all with the necessary talent, skills and potential. *Groby Sings* welcomes applications to fill available positions from a wide range of candidates, including those with criminal records. *Groby Sings* select all candidates for interview based on their skills, qualifications and experience.

Treatment of ex-offenders

3. As an organisation that uses **criminal record checks** processed through the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions, *Groby Sings* complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. *Groby Sings* undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
4. *Groby Sings* will only ask an individual to provide details of **convictions and cautions** that *Groby Sings* are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested, *Groby Sings* will only ask an individual about convictions and cautions that are not protected.
5. At any **interview**, or in any separate discussion, *Groby Sings* 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 a position.
6. *Groby Sings* undertakes to discuss any matter revealed on a **DBS certificate** with the individual seeking a position before withdrawing a conditional offer of the position.
7. *Groby Sings* makes every subject of a criminal record check aware of the existence of the **DBS Code of Practice** and makes a copy available on request.

Signed.....(Chair) Date

Signed..... (Secretary) Date

Signed.....(Treasurer) Date