

As an organisation which uses the Disclosure and Barring Service (DBS) to check the criminal records of individuals applying for certain positions of trust, or to assess existing employees suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, SDC Builders Limited complies fully with the DBS code of practice. We undertake not to discriminate unfairly against applicants or employees because of convictions, cautions, reprimands or outstanding criminal proceedings.

SDC Builders Limited actively promotes equality of opportunity for all with the right mix of talent, skills and potential and we 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. Having a criminal record will not necessarily bar an individual from working for us, it will depend upon the nature of the position and the circumstances of the offence(s).

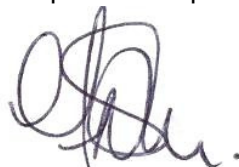
A DBS check is only requested after a thorough assessment against the eligibility criteria prescribed by legislation. Where completion of a DBS check is a condition of an offer of employment the job advert and recruitment brief will specify this requirement. Training in the relevant legislation relating to the employment of ex-offenders is provided to all those in SDC who are involved in the recruitment process.

Where a DBS check is required, the post being covered by to the Rehabilitation and Offenders Act (Exceptions) Order 1975, we encourage applicants for such posts to provide details of their criminal record, including any spent or unspent convictions which are not protected in law, at an early stage in the application process. Full details of which convictions are protected are available from the DBS website.


At interview, or in a separate discussion, we will 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.

Where an individual has disclosed to us that they have committed a criminal offence, or where a DBS check has revealed this, we will conduct an objective assessment of the impact that this should have on any offer of employment. The outcome of this assessment will be discussed with the individual.


A copy of the company's policy on the handling of conviction related information is available from the HR department upon request.

Signed: 

F Shiner – Managing Director

Signed: 

C Millar – Director

Signed: 

M Lowndes – Director

Signed: 

G L Wykes – Director

Signed: 

A Knaggs – Director

Date: **April 2018**

Next Review Date: **April 2019**