



GDP008 - DBS POLICY

Goody Demolition Ltd

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| 001 | 17 th January 2017 | First Issue |
| 002 | 21 st May 2019 | Addition of Change Log |
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DBS Policy

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act of 1974 using criminal record checks processed through the Disclosure and Barring Service (DBS), Goody Demolition Ltd complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. Goody Demolition Ltd undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Goody Demolition Ltd can only ask an individual to provide details of convictions and cautions that Goody Demolition Ltd are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested, Goody Demolition Ltd can only ask an individual about convictions and cautions that are not protected.
- Goody Demolition Ltd is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- Goody Demolition Ltd actively promotes 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. Goody Demolition Ltd select all candidates for interview based on their skills, qualifications and experience.
- Goody Demolition Ltd ensures that all those in Goody Demolition Ltd who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Goody Demolition Ltd also ensures 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 of 1974.
- At interview, or in a separate discussion, Goody Demolition Ltd 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 employment.
- Goody Demolition Ltd makes 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.

- Goody Demolition Ltd undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

RENEWALS

Goody Demolition seeks to renew each DBS certificate in collation with our staff if one of the following has occurred;

- 1) 3 Years have lapsed since operatives last DBS Check
- 2) Operative has confirmed they have received new criminal conviction that is required to be disclosed
- 3) DBS certificate needs to be upgraded from Standard to Enhanced.

Latest Review Dated

28 October 2020

Signed By

Managing Director



Gary Venner