

## Policy on the Recruitment of Ex-Offenders

1. The Ulster Independent Clinic (The Clinic) complies fully with the Service Level Agreement, issued by the Department of Justice, in connection with the use of information provided to registered persons, their nominees and other recipients of information by AccessNI under Part V of the Police Act 1997, for the purposes of assessing Applicant's suitability for employment purposes, voluntary positions, licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly or unlawfully against the subject of a Disclosure on the basis of conviction or other information revealed.

Applicants can obtain information about AccessNI at the following website address:  
<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>,

AccessNI Code of Practice at the following website address:  
<https://www.nidirect.gov.uk/publications/accessni-code-practice>

AccessNI Privacy Notice at the following website address:  
<https://www.justice-ni.gov.uk/publications/ani-privacy>

2. This policy is made available to all Disclosure applicants at the outset of the recruitment process.
3. The Clinic is committed to equality of opportunity, (see separate Equal Opportunities Policy), to following practices, and to providing a service, which is free from unfair and unlawful discrimination. We ensure that no applicant or all those who work for us, is subject to less favourable treatment on the grounds of gender including gender reassignment; being pregnant or on maternity leave; marital, civil partnership or family status; race, colour, nationality, ethnic or national origins, age; sexual orientation; physical or mental disability; religious belief or political opinion; or offending background; or is disadvantaged by any condition which cannot be shown to be relevant to performance.
4. The Clinic actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on those who meet the required standard of skills, qualifications and experience as outlined in the essential and where relevant, desirable criteria.

5. All positions within the Clinic which require non-direct patient care are subject to Enhanced AccessNI Disclosure. Positions which involve direct patient care are classified as regulated and are subject to Enhanced AccessNI Disclosure with Disclosure and Barring Service (DBS) checks. All applicants will be made aware of this at the initial recruitment stage and the Clinic will request the individual being offered the position to undergo the relevant Access NI Disclosure check.
6. Under the Rehabilitation of Offenders (Exceptions) Order Northern Ireland 1979, the Clinic is included in the list of excepted employments. As such, any criminal conviction may never be regarded as being spent and must be disclosed when applying for a post.
7. We undertake to ensure an open, measured and recorded discussion on the subject of any offences that might be considered relevant for the position concerned e.g. the individual is applying for a driving job but has a criminal history of driving offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer of employment, or if appointed, dismissal.
8. We ensure that all those in the Clinic who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders (Northern Ireland) Order 1978).
9. We undertake to make every subject of an Access NI Disclosure aware of the existence of the Code of Practice, and to make a copy available on request.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR AN APPLICANT FROM WORKING WITHIN THE CLINIC. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF THE APPLICANT'S OFFENCES OR OTHER INFORMATION CONTAINED ON A DISCLOSURE CERTIFICATE OR PROVIDED DIRECTLY TO US BY THE POLICE OR ACCESSNI.