



Recruitment of Ex-offenders

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1. Overview

Penguin Random House is committed to being an inclusive employer and to ensure equality of opportunity for all job applicants. We will select people for employment on the basis of their individual skills, abilities, experience, knowledge, potential and, where appropriate, qualifications and training.

This means we will consider ex-offenders on their individual merits and we will not automatically refuse to employ a particular individual just because he/she has a previous criminal conviction.

In some instances we will need to consider whether the job is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

For those positions where a criminal record check is identified as necessary, we will ensure any applicant is made aware that a DBS certificate will be submitted in the event of the individual being offered the position.

2. Determining the need for a DBS check

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.

3. Jobs covered by the Rehabilitation of Offenders Act 1974

If an applicant has a conviction that is not spent and if the nature of the offence is relevant to the job for which he/she has applied, the organisation will review the individual circumstances of the case and may, at its discretion, decline to select the individual for employment.

4. Jobs that are exempt from the Rehabilitation of Offenders Act 1974

If the job into which the organisation is seeking to recruit is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the organisation will require the applicant to disclose all convictions, whether spent or unspent (other than where protected cautions and protected convictions do not need to be disclosed, depending on the job concerned).

However, the organisation will not refuse to employ a particular individual unless the nature of the conviction has some relevance to the job for which the individual has applied.

Additionally if the job is exempt, Penguin Random House will, once it has selected the person to whom it wishes to offer employment, seek documentary evidence of that person's criminal convictions.

5. Obtaining a DBS check

The organisation will seek the applicant's agreement to make a joint application to the Disclosure and Barring Service (DBS) for a standard, enhanced or enhanced with DBS barred lists check (as appropriate).

Where the individual is a member of the DBS update service, the organisation will, with his or her permission, carry out a status check on any current certificate.

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), we will only ask an individual about convictions and cautions that are not protected.

6. Use and storage of data

Penguin Random House is committed to ensuring that all information provided about an individual's criminal convictions, including any information released in disclosures, is used fairly and stored and handled appropriately, and in accordance with the provisions of the Data Protection Act 1998.

Data held on file about an individual's criminal convictions will be held only as long as it is required for employment purposes and will not be disclosed to any unauthorised person.

7. Consideration of information

Penguin Random House 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.

We will ensure we discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

This procedure will be periodically reviewed. Any amendment to it will be notified to employees by the Group HR Director and employees will be informed as to the date when any amendment comes into effect. This may be by means of the Company's intranet or via use of Company notice boards.