

Policy on Recruitment of Ex-Offenders

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 **Sport**
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Policy on the recruitment of ex-offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through Access NI, Ulster Badminton complies fully with [Access NI](#) and undertakes to treat all applicants for positions fairly
- Ulster Badminton undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- Ulster Badminton can only ask an individual to provide details of convictions and cautions that Ulster Badminton are legally entitled to know about. Where an Access NI 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)
- Ulster Badminton can only ask an individual about convictions and cautions that are not protected
- Ulster Badminton 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
- Ulster Badminton has a written policy on the recruitment of ex-offenders, which is made available to all Access NI applicants at the start of the recruitment process
- Ulster Badminton 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
- Ulster Badminton select all candidates for interview based on their skills, qualifications and experience
- For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a Access NI certificate will be submitted in the event of the individual being offered the position
- At interview, or in a separate discussion, Ulster Badminton 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
- Ulster Badminton undertakes to discuss any matter revealed on an Access NI certificate with the individual seeking the position before withdrawing a conditional offer of employment.