



Equal Opportunities & Recruitment of Ex-Offenders Policy

**Market House
14 Market Street
Lerwick**

A charitable company limited by guarantee registered in Scotland No. 165677
Registered Office Market House, 14 Market Street, Lerwick, Shetland ZE1 0JP
Company Secretary Catherine Hughson
Recognised by the Inland Revenue as a Scottish Charity - No. SCO 17286

Voluntary Action Shetland

EQUAL OPPORTUNITIES & RECRUITMENT OF EX-OFFENDERS POLICY

Voluntary Action Shetland (VAS) is committed to ensuring equality of opportunity for its employees, volunteers and people in need in the community to whom services are provided. This means that we at VAS will strive to prevent discrimination on the grounds of gender, age, marital status, race, sexual orientation, religion and disability in all we do including in the recruitment, selection, training and promotion of employees and volunteers, and in the provision of our services to the community.

VAS and our membership organisations undertake to treat all applicants for positions equally, irrespective of sex, age, disability, nationality, ethnicity, sexuality, trade union activity, class, political beliefs, marital status, race, religion within these organisations fairly and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

Equal opportunities policy and practice will play a fundamental role in the recruitment/selection of staff and volunteers, and in their training and supervision. Monitoring and evaluation during the recruitment process will be a vital component in the ongoing assessment of the success and impact of equal opportunity policy and practice.

Protection of Vulnerable Groups Scheme (PVG Scheme)

People who work or volunteer with children and protected adults may be required to become members of the PVG Scheme.

VAS complies fully with the Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons, their nominees and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' 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 against a scheme member on the basis of conviction or other information revealed.

Where a position is regulated work (as defined by the PVG Scheme) we will make this clear on the application form, job advert and any other information provided about the post.

At interview we will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information at interview,

which is directly relevant to the position sought, could lead to withdrawal of an offer of employment.

At interview or when receiving a scheme record which shows a conviction, we will take into consideration:-

- whether the conviction is relevant to the position being offered;
- the seriousness of the offence revealed;
- the length of time since the offence took place;
- whether the applicant has a pattern of offending behavior;
- whether the applicant's circumstances have changed since offending took place.

VAS will take advice from a child protection advisor.

We will ensure that all our staff involved in the recruitment process are aware of this policy and have received relevant training and support.

Positive About Disabled People

Where a disabled applicant meets the requirements of a vacancy (as stated in the job specification) they will be guaranteed an interview, along with other suitable applicants.

Related Policies

All our policies and procedures are developed and should be interpreted in accordance with the principles of equal opportunities set out in this policy.

Raising a Complaint

Employees who feel they have been discriminated against should raise the matter with the executive officer. If they are dissatisfied with the outcome, the employee should raise the matter, in writing, as a formal grievance under the VAS Disciplinary and Grievance Procedure.

We undertake to make a copy of this policy available to any applicant for a post with membership organisations of VAS that requires a disclosure.