



POLICY

## Recruitment of ex-offenders policy (CP.016)

VGC Value – “We achieve potential”. We encourage career and personal growth

### Vision

VGC Group 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. We select all candidates for interview based on their skills, qualifications and experience and will not discriminate unfairly against any person based on a conviction. We understand the ambition of many ex-offenders is to change their lifestyles to become valuable contributors to society where they can have pride in having a sustainable and legal income to support themselves and their families.

### Strategy

This policy outlines how the VGC Group supports people who may have un-spent criminal convictions. VGC Group actively promotes equality of opportunity for all 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 desirable criteria.

- VGC Group have joined the 'Ban the Box' campaign and have removed the requirement to declare unspent convictions from our registration pack.
- An application for a Disclosure and Barring Service (DBS) will only take place if it is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary VGC will seek the applicant's agreement before making an application.
- VGC Group undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- VGC will ensure that an open and measured discussion takes place on the subject of any offences or any other matter that might be relevant to the position.
- VGC will discuss any matter revealed on a disclosure certificate with the individual seeking the position before any relevant action is taken. Where a spent conviction is identified that is directly related to the position that they are applying, for a job offer may have to be withdrawn.
- VGC's written policy on the recruitment of ex-offenders will be available on our company website.
- VGC Group will identify and work with the HM Prison Service and community organisations supporting ex-offenders back into mainstream employment post release. Thus ensuring that we are providing the relevant employability skills support for the individual.

VGC 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.

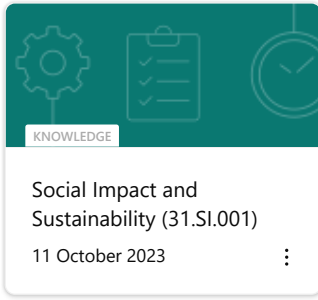
Signed

Dated: 1 March 2024

Laurence Mckidd  
Chief executive officer

*This policy confirms the commitments of all members of the VGC Group including VGC Labour Solutions, VGC Projects and VGC Personnel*

### Related Information



The card features a teal header with three icons: a gear, a clipboard with a checklist, and a clock. Below the header, the text reads: 'KNOWLEDGE', 'Social Impact and Sustainability (31.SI.001)', and '11 October 2023'. A vertical ellipsis icon is located at the bottom right of the card.

### Owner



**Laurence Mckidd**  
Chief Executive Officer