

Policy Statement for Equal Opportunities - including CRB approval for positions of trust

IREMS provide business clients with:

External safety / quality / environmental inspections audits and verification, Safety advice and documentation, Environmental advice and documentation, Employee training, and Risk management systems.

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess an applicant's suitability for a position of trust, IREMS will comply fully with the CRB Code of Practice, and treat all applicants fairly. IREMS will not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

IREMS are committed to the fair treatment of users, and potential users of our services.

We will not discriminate regarding our decisions to recruit, recommend, select, pay, train, transfer or promote direct employees, potential staff, client staff or subcontractors due to:

Gender, Age, Marital status, Dependant responsibilities, Sexual orientation, Religion, Colour, Race, Ethnic, or National origin, Physical / Mental / Offending background, or Disability.

Thereby providing equal opportunities for all.

This policy will be made available to all CRB disclosure applicants at the outset of the assessment process.

www.irems.co.uk/1CRB01policy.pdf

We actively promote equality of opportunity for all with the right mix of talent, skills and work potential.

We welcome applications from a wide range of candidates, including those with criminal records.

In addition to the candidate's suitability to undertake a position of trust, we are also required to select candidates based on their skills, qualifications and experience, to work in the following environments:

- Residential & Commercial properties
- Residential Home Care properties
- Medical & Mental Care properties
- Vulnerable or distressed people
- Schools & young persons
- Airports, Ports, and places of high security

A Disclosure is only requested after a thorough risk assessment has indicated that person is proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within IREMS, or the clients head office, where we will guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows IREMS to ask questions about the candidates entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that those in IREMS who are involved in the recruitment process have been suitably trained to identify, understand, and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we 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 make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

http://www.crb.homeoffice.gov.uk/about_crb/what_is_the_code_of_practice.aspx

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.



Ian Rienewerf
11th March 2010
IREMS – Business owner

Doc No/revision	CRB-01	Reviewed	Reviewed			
Last Reviewed:	11.03.2010	19.12.2010	10.12.2011			
Next Review:	01.01.2011	01.01.2012	01.01.2013			
Authorised by:	Ian Rienewerf	Ian Rienewerf	Ian Rienewerf			

Bullet points

- We will assess an applicant's suitability for a position of trust.
- We will comply with the CRB Code of Practice.
- We will not to discriminate unfairly against any Disclosure on the basis of a conviction or other information.

This policy will be made available to all CRB disclosure applicants at the outset of the assessment process.

In addition to the candidate's suitability to undertake a position of trust, we will approve candidates based on their skills, qualifications and experience, to work in the following environments:

- Residential & Commercial properties
- Residential Home Care properties
- Medical & Mental Care properties
- Vulnerable or distressed people
- Schools & young persons
- Airports, Ports, and places of high security

Information will only be seen by those who need to.

We ensure that assessors have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

http://www.crb.homeoffice.gov.uk/about/crb/what_is_the_code_of_practice.aspx

We will discuss any matters revealed in a Disclosure with the person seeking the position – before making a final decision.

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Last Reviewed:	11.03.2010	19.12.2010	10.12.2011			
Next Review:	01.01.2011	01.01.2012	01.01.2013			
Authorised by:	Ian Rienewerf	Ian Rienewerf	Ian Rienewerf			