



## Guernsey Financial Services Commission

### **Recruitment of Ex-Offenders Policy**

The Commission operates the following policy on the recruitment of ex-offenders:

- The Commission will not discriminate unfairly against anyone with a criminal record or any subject of a police disclosure on the basis of conviction or other information revealed;
- Having a criminal record will not necessarily bar an individual from working for the Commission. This will depend on the nature of the position and the circumstances and background to the offence(s);
- For positions where an enhanced disclosure will be required all job adverts and recruitment briefs will make it clear that such a disclosure will be requested in the event of the candidate being offered the position; the Commission will make this policy available to all applicants for such positions;
- Where a disclosure will be part of the recruitment process, the Commission encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. This should be sent under separate, confidential cover to the Commission Secretary;
- In most circumstances the relevant Divisional Director will seek to discuss any matter revealed in a disclosure with the person seeking the position before making a decision of whether to withdraw any conditional offer of employment;
- The Commission will ensure that a disclosure and information relating to an individual's criminal record will only be seen by and passed to those authorised to see it as part of the recruitment process; and
- The Commission will ensure that a disclosure will be stored securely and that it will be destroyed in accordance with the Commission's Data Retention and Destruction Policy.

For the avoidance of doubt the Commission, whilst being proportionate, may take criminal records into account in considering whether to employ an individual and may summarily dismiss an employee for failure to fully declare a criminal record. The Commission may also summarily dismiss an employee who is convicted for a criminal offence that, in the Director General's opinion, may affect the reputation of the Commission or your relationships with staff, licensees or the public or otherwise affects your suitability to continue to work for the Commission.