



RECRUITMENT OF EX-OFFENDERS POLICY

Policy owner	Board of Directors
Version	2.0
Effective date	4 September 2026
Review date	4 September 2027, or sooner following legislative or safeguarding change
Applies to	Applicants for paid or voluntary roles and anyone involved in recruitment and selection

1. Policy Statement

The Joinery Hub Glasgow CIC is committed to fair, open and inclusive recruitment. We promote equality of opportunity for all candidates, including people with criminal convictions. Having a criminal record will not automatically prevent someone from working or volunteering with us.

- Rehabilitation of Offenders Act 1974, as amended
- Relevant Scottish exceptions legislation
- Protection of Vulnerable Groups (Scotland) legislation
- Police Act 1997, Part V
- Disclosure Scotland Code of Practice
- Data Protection Act 2018 and UK GDPR

2. Purpose

- Treat candidates with criminal convictions fairly and without discrimination
- Use conviction information lawfully and only where relevant
- Make recruitment decisions consistently and transparently
- Uphold safeguarding responsibilities without unfair exclusion
- Meet relevant Disclosure Scotland requirements

3. Scope

- All applicants for paid or voluntary roles
- Anyone involved in recruitment or selection
- Criminal-history information obtained through lawful PVG or disclosure processes

4. Guiding Principles

1. We do not unfairly discriminate against ex-offenders
2. We only ask about criminal history where legally justified
3. We assess each case individually, considering relevance and context
4. We respect applicants' privacy and confidentiality
5. We follow applicable Disclosure Scotland requirements

5. When We Request Criminal-History Information

Disclosure checks will only be requested for roles where they are lawful, proportionate and relevant, including regulated roles or other posts for which a check is permitted or required by law. Recruitment information will explain whether a check is required and the level of check.

6. Fair Consideration of Convictions

- Relevance to the role
- Seriousness of the offence
- Time passed since the offence
- Pattern of offending
- Circumstances at the time
- Evidence of rehabilitation
- The applicant's explanation
- Whether identified risks can be managed safely

A conviction will not automatically bar a person from engagement unless they are legally barred from the work or the nature and circumstances of the offence make them unsuitable for the specific role after a fair assessment.

7. Confidentiality and Data Protection

Criminal-history information is confidential and will be handled securely, shared only on a need-to-know basis and retained only for as long as necessary. The Hub will not retain unnecessary copies or excessive details of disclosure information.

8. Applicant Discussion and Disputes

Applicants will be given a fair opportunity to explain relevant information and mitigating circumstances. If an applicant disputes information on a disclosure, the recruitment decision may be paused while the applicant seeks correction through Disclosure Scotland.

9. Decision-Making

- Document how decisions are reached
- Record only information necessary to demonstrate a fair process
- Apply consistent and evidence-based risk assessment
- Avoid assumptions unrelated to the requirements of the role

10. Training and Review

Anyone involved in recruitment will receive guidance appropriate to their role on fair recruitment, equality, safeguarding and handling disclosure information. This policy will be reviewed annually.

Approval

This policy is approved on behalf of The Joinery Hub Glasgow CIC.

Name	Andrew Ferguson
Position	Founder and Director
Approval	Approved electronically for publication
Date	4 September 2026