

# UK Recruitment of Ex-Offenders Policy Statement

1. As an organisation using Disclosure Scotland and the Disclosure and Barring Service (DBS) to assess applicants’ suitability for positions of trust, Hogan Lovells undertakes to treat all applicants for positions fairly and not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
2. Hogan Lovells complies fully with Disclosure Scotland and the DBS Codes of Practice.
3. Hogan Lovells is committed to the fair treatment of all members of the firm regardless of gender, age, race, disability, religion or belief, nationality, marital status or sexual orientation or offending background. For this purpose members of the firm include all employees, whether permanent or fixed term and all agency staff, contractors and temporary and casual workers.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome 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.
5. A criminal record check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is required, all application forms, job adverts and recruitment briefs will contain a statement that a criminal record check will be requested in the event of the individual being offered the position. Our written policy on the recruitment of ex-offenders is also available to all applicants from the outset of the recruitment process.
6. Where a criminal record check 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 Hogan Lovells and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
7. Unless the nature of the position allows Hogan Lovells to ask questions about your entire criminal record, we only ask about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those in Hogan Lovells who are involved in the recruitment process have been suitably trained to identify 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.
9. 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 or the termination of employment.
10. We make every subject of a criminal record check aware of the existence of the Disclosure Scotland and DBS Codes of Practice and make copies available on request.
11. We undertake to discuss any matter revealed in a criminal record check with the person seeking the position before withdrawing a conditional offer of employment or terminating employment.
12. Having a criminal record will not necessarily bar you from working. This will depend on the nature of the position and the circumstances and background of your offences.

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