

## **EX-OFFENDERS POLICY**

When applying for a role under the auspices of UFM Worldwide, either as a paid member of staff or a Mission Partner, we undertake to treat all applicants fairly and in compliance with the DBS Code of Practice (<http://www.gov.uk/government/publications/dbs-code-of-practice>). Currently our DBS checks are carried out through Christian Safeguarding Services.

UFM Worldwide selects all candidates for interview based on their skills, qualifications and experience. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

We will only ask an individual to provide details of convictions and cautions that we are legally entitled to know about and we can only ask about convictions and cautions that are not protected (under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975).

UFM Worldwide is committed to the fair treatment of its staff, potential staff and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background. We seek to 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.

An application for a criminal record check is only submitted to DBS for positions that require this assessment, and this is stated on UFM's application forms. For those positions where a criminal record check is identified as necessary, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

At interview, or in a separate discussion, UFM Worldwide ensures that an open and measured discussion will take 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 placement.

This policy was reviewed in April 2023 and will be reviewed again in 2024.