

## **BASMOM Policy on the recruitment of ex-offenders**

### **1. Interpretation and background**

1.1 In this Policy:

(i) “BASMOM” means the Association of British Members of the Sovereign Military Order of St John of Jerusalem of Rhodes and of Malta (company 05039938) including its group company Order of Malta Volunteers Ltd (company 9801949: “OMV” where separately referred to).

(ii) “DBS” means Disclosure and Barring Service.

1.2 As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), BASMOM seeks to comply fully with the DBS [code of practice](#).

### **2. Approach to recruitment**

2.1 BASMOM undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed

2.2 BASMOM can only ask an individual to provide details of convictions and cautions that BASMOM are legally entitled to know about. This includes where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended and, where appropriate, Police Act Regulations as amended)

2.3 BASMOM can only ask an individual about convictions and cautions that are not protected

2.4 BASMOM’s written policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process.

2.5 BASMOM actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records.

2.6 BASMOM selects all candidates for interview based on their skills, qualifications and experience.

2.7 An application for a criminal record check is only submitted to DBS 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 identified as necessary, all application forms, 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.

2.8 BASMOM ensures that all those in BASMOM who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences and 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.

2.9 At interview, or in a separate discussion, BASMOM ensures 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

2.10 BASMOM makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS [code of practice](#) and makes a copy available on request

2.11 BASMOM undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

**Approved by all signatories - 21 February 2024**  
**This Policy will be reviewed by 20 February 2025**