



The Prince's
Responsible
Business Network

Ban the Box employers

So far, over 135 employers have signed up to Ban the Box, covering more than 911,000 roles.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)



Sector: Waste management

Ban the Box employer since: November 2015

How and when do they ask? 007 Pest Control will only ask about criminal convictions when a DBS check is required, and only after the initial applications stage.

"Sometimes in life people make simple mistakes whether it be to put food on the table to having a drug addiction or to simply being in the wrong place at the wrong time. Almost half of all adult offenders released from custody re-offend within a year. But evidence shows that having a job has been proven to reduce re-offending by 25-33%. We want to help that 25-33%."

Myles Director, 007 Pest Control

A



Sector: Accountants and Management Consultants

Ban the Box Employer since: October 2014



Sector: Food and drink

Ban the Box Employer since: January 2015

How and when do they ask? Adnams has banned the box for all roles including those regulated by the Financial Conduct Authority. Where required, and in particular for regulated roles, Adnams would ask candidates about their criminal convictions once an offer of employment has been made.

"At Adnams we believe in giving all applicants a fair chance and simply want to employ the best person to do the job. We embrace diversity within our business and accept that any of us can make poor choices at some point in life. The effects of doing so shouldn't stay with you for ever. If an applicant has the skills and experience, or the ability and the aptitude to learn them then why wouldn't we want them working in our business."

Sadie Lofthouse, Head of Human Resources



Royal Founding Patron: HRH The Prince of Wales
Chairman: Jeremy Darroch
Chief Executive: Amanda Mackenzie OBE

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Sector: Industrials and Engineering
Ban the Box Employer since: June 2015

How and when do they ask? Aldermans does not ask about convictions until candidates have been shortlisted. They offer the opportunity for disclosure at the final interview stage.

"We believe that all candidates should be treated fairly and be given every opportunity to succeed and impress. Our experiences have shown that employee engagement and commitment are key to driving success and candidates from all walks of life should be given this chance."

Karen Friendship, Managing Director

ALLEN & OVERY

Sector: Legal
Ban the Box Employer since: June 2015

How and when do they ask? Job applicants are only asked about criminal convictions at the point at which they are offered a job. Some roles are regulated by the Solicitors Regulation Authority of England and Wales, and will have had a criminal record check prior to applying for a role at Allen & Overy.

"The principles of Ban the Box are very much aligned with our existing approach to recruitment and it is a campaign that we are proud to support. We recognise that people are different – it doesn't matter where people have come from or what their background is: we look for their skills, experience and potential. In return we aim to provide an environment where they can achieve their full potential and make a valuable contribution."

Sasha Hardman, Global HR Director



Sector: Support services
Ban the Box Employer since: May 2015

How and when do they ask? Amey does not ask about criminal convictions at any stage in their recruitment process for the majority of roles. Amey conduct criminal record checks for regulated roles where there is a legal requirement to do so, and they also may undertake basic disclosure checks on employees when it is stipulated as part of a new contract.

"As a responsible business, we have a duty to ensure that we're employing the best people to deliver our services across the UK. For us, that means operating a fair recruitment process that offers equal opportunities to all as well as providing the right training and development for people to succeed."

Ian Deninson, Group HR & Communications Director





Sector: Arts & Culture

Ban the Box employer since: July 2019

How and when do they ask?

Arts Council ask this question at offer-acceptance stage (in the form people complete when they are accepting an offer of employment).

"Humans possess a superpower – we can reimagine ourselves. Because we can dream of new ways to be, we can make positive change in our lives. That tick-box is a crude, blanket measure that puts off talented candidates, who happen to have a criminal record, from even applying. There is no need to send such a strong signal that 'you are not welcome round here' at the outset. If we believe that participating in the arts can support the rehabilitation of people in the criminal justice system...then opening up jobs in the cultural sector is a natural extension of this belief."

Mags Patten, Executive Director

B

back on track >

changing lives through learning

Sector: Not for Profit

Ban the Box employer since: February 2016

How and when do they ask? Back on Track only ask about criminal convictions if an applicant is shortlisted for interview. They are asked to bring a sealed letter of disclosure if they have an unspent criminal conviction, which is only opened if Back on Track decide to offer the candidate the job. Any criminal convictions are reviewed at this point, and Back on Track will speak to the candidate's Offender Manager or Police Liaison Office to ascertain suitability for the role.

"The aim of our work is to enable ex-offenders and others to move on from the past to a better future. We understand all too well that people can feel the system is stacked against them. Back on Track is committed to Ban the Box because we want to attract the best candidates to work or volunteer with us and be sure that recruitment is fair and inclusive, putting the focus on current skills and abilities not past mistakes. We want to inspire other employers to do the same and remove the barriers that stop people succeeding in life."

Siobhan Pollitt, Chief Executive

BAIN & COMPANY 

Sector: Management consultancy

Ban the Box Employer since: May 2014

How and when do they ask? Bain & Company discuss relevant information with candidates and,

"It is critical for a premier professional services business to attract and retain the best talent. Whilst we expect our employees to disclose all relevant information during our interview process, we believe that this can be best considered during these



before employment contracts are signed, undertake criminal convictions checks alongside other background screening such as credit checks.

discussions rather than missing out on a talented individual due to a box on an application form."

Julian Critchlow, Director, Bain & Company



Sector: Financial Services

Ban the Box Employer since: January 2015

How and when do they ask? Barclays does not ask candidates about their criminal convictions at application stage for any roles within the Personal and Corporate Banking division. Checks are conducted within the candidate screening process, when applicants are asked to disclose unspent criminal convictions. The Bank also recruits for regulated roles, for which further checks would be conducted and information about both spent and unspent convictions is requested.

"Ban the Box is a common-sense way to ensure that businesses don't make assumptions about prospective employees before learning the facts, whilst still ensuring that appropriate questions are asked through the process. We wouldn't have found some of our best apprentices if we hadn't made this change ourselves. That is why Barclays is backing this important programme in partnership with Business in the Community."

Matt Hammerstein, Head of Client and Customer Experience



COMMERCIAL CONSULTANCY ●●●●

Sector: Management consultancy

Ban the Box Employer since: June 2018

How and when do they ask? Barkers & Co LLP have banned the box on all online and paper application forms across their UK operations.

"At Barkers we've never had the box, we treat all potential employee as we'd like them to treat us and that starts with integrity. We are honest, open and fair. We have strong morals, underpinned by our code of conduct and our commitment to delivering social value. In our experience by demonstrating trust in all existing and potential employee, loyalty and commitment very quickly follow."

Warren Kozera, Barkers Partner



Sector: Food and drugs

Ban the Box Employer since: October 2013

How and when do they ask? Boots UK was the first company to sign up to support Ban the Box as part of the BITC campaign and positioned themselves right behind the campaign, talking with the press and encouraging their supply chain to Ban

"This is not a simple issue. People end up offending for a variety of complex reasons and as employers the most powerful thing we can do is to help create a second chance for offenders so that it is possible for people with criminal convictions to enter employment and get back on track."





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the Box. They now do not ask about criminal convictions at any stage in the recruitment process. Boots UK convened a Taskforce of supply chain companies in early 2012 to level the playing field for ex-offenders to get into work.

Marco Pagni, Group Legal Counsel and Chief
Administrative Officer
Walgreen Boots Alliance



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Sector: Third sector

Ban the Box employer since: October 2013

How and when do they ask? Business in the Community does not ask about criminal convictions during the recruitment process unless it is for a regulated role. In this instance, BITC only asks about criminal convictions and conducts criminal records checks once an offer has been made.

"Screening based on a tick box is not a way of excluding inappropriate applicants - we can't assume that everybody with a criminal conviction poses a risk. A successful organisation needs to take a long-term view, looking for the potential offered by candidates from a variety of walks of life, rather than recruiting in your own image."

Francoise Seacroft, HR Director



Sector: Public sector

Ban the Box employer since: February 2018

How and when do they ask? Bristol City Council is the first local authority to ban the box, and now do not ask about criminal convictions until a conditional job offer has been made.

"Bristol is a place where the opportunities to share in the city's success are not evenly distributed and barriers exist that prevent some from fulfilling their potential. Our aim is to remove one of those barriers and send a message that we're interested in getting to know the person applying for the job first and begin our conversation there."

Marvin Rees, Mayor of Bristol



Sector: Education

Ban the Box employer since: May 2019

How and when do they ask?





The Bloomsbury Institute have banned the box on all application unless posts involve frequent working with students with a disability or long term health condition. For this category of post, if an offer of employment is made, it will be conditional on providing an enhanced DBS. If any convictions are disclosed they make an assessment to determine whether the nature of their conviction would make them a safeguarding risk. This only applies to one post currently, it is made clear in the job description, and the cost of the certificate are reimbursed fully.

"I'm delighted that Bloomsbury Institute has Banned the Box not only for students, but for employees as well. If our stated purpose - and the purpose of education - is to unlock potential, who are we to deny anyone the opportunity to rebuild their life because of a previous criminal conviction?"

John Fairhurst, Managing Director & Academy
Principal

C



Sector: Media, Marketing and PR

Ban the Box employer since: February 2016

How and when do they ask? Cambridge University Press do not ask about criminal convictions until interview stage, when applicants are given form to disclose any convictions

"Our purpose at Cambridge University Press is to unlock people's potential with the best learning and research solutions. We have a diverse workforce of 2,400 people working in 50 countries. We want to attract the best talent to help us deliver our mission, by giving all applicants a fair chance and by employing the best person to do the job."

Cathy Armor, Director for People



Proud to be part of the Impellam Group

Sector: Recruitment

Ban the Box employer since:

How and when do they ask? Carbon 60 asks for a declaration of criminal convictions after an offer of employment has been made. They make it clear to applicants and clients that this will be requested at a later stage of the recruitment process.

"In our continued ambition to be the most trusted provider, partner and developer of people in technical recruitment, we continually work to be a responsible business that meets the highest standards of ethics and professionalism. We are therefore committed to Ban the Box and the fair treatment of our staff and candidates, regardless of offending background. We also recognise the contribution the employment of ex-offenders can make to tackle the UK's skills shortages in our markets."

Alex Downard, Operations Director



Sector: Retail

"We've taken the decision to ban the box as we want to build a pipeline of talented colleagues from diverse backgrounds. We believe we can access a broader talent pool by being open minded about people's pasts and giving them an opportunity to





Ban the Box employer since: May 2017

How and when do they ask? Carpetright asks about criminal convictions before a formal offer of employment is made.

become a valued member of our team. We also want to give back to the communities in which we work and have a positive impact on local people."

Lyn Rutherford, HR Director



Sector: Charity

Ban the the Box employer since: August 2019

How and when do they ask? Catch22 only ask a candidate to declare criminal convictions upon accepting a conditional offer of employment (except where our roles are exempt from the Rehabilitation of Offenders Act). By doing this, they ensure hiring teams are only assessing candidates on how closely they match the advertised person specification, to avoid conscious and unconscious bias from affecting hiring decisions.

"We recognise that those involved in crime often feel trapped in negative patterns of behaviour and that this leads to repeat offending. We also recognise that employment is the best way to break this cycle and enable people to move forward and lead positive, fulfilled lives.

For this reason Catch22 is proud to support the Ban the Box campaign and is committed to providing a fair recruitment process that offers equal opportunities to all, including those with criminal convictions."

Christina Duru, Head of HR



Sector: Support Services

Ban the Box employer since: November 2014

How and when do they ask? Census Data includes questions about criminal convictions as part of the interview process.

"At Census Data, some of our very best people are currently employed whilst serving the remaining term of their prison sentence. We are committed to ensuring that our team is comprised of people from all different backgrounds. Once an individual's sentence is complete, they should be given equal opportunity to fully re-habilitate. Without removing the 'box' this is a very difficult feat to achieve."

Kelly Coombs CEO



Sector: Third Sector

Ban the Box employer since: April 2014

"CRI is pleased to publicly state our position on the recruitment of individuals who have previously



How and when do they ask? CRI only ask about convictions if they consider it to be relevant to the role. If this is considered to be the case, candidates will be informed that any job offer will be conditional to a disclosure. In some cases CRI consider it necessary to ask at interview stage, however candidates will be informed if this is the case and will be given ample time and opportunity to discuss convictions in a confidential manner.

Are there any roles that are exempt from these processes? Many of CRI's roles involve working with children or vulnerable adults. These roles require DBS checks; however CRI treats every conviction individually and assesses risk through a defensible decision process.

committed offences. We believe passionately in people's ability to change and that individuals should therefore be judged upon their abilities, merits and strengths rather than on mistakes made or offences committed in their past. Employment is a key factor in people's social connectivity and ability to live independent and purposeful lives. We believe that our organisation is stronger for the breadth of talent we have within our ranks – drawn from a range of professional disciplines as well as those who are experts through their personal experiences of recovery and rehabilitation."

Mike Pattinson, Executive Director

choicesupport

Sector: Not for Profit

Ban the Box employer since: June 2017

How and when do they ask? Choice Support ask after interview.

"Choice Support are pleased to support the employment and rehabilitation of ex-offenders. The nature of our work means that recruits for jobs supporting vulnerable adults are required to obtain an enhanced DBS check, however, we do employ a significant number of people with criminal records and are committed to recruiting more people with offending backgrounds. The nature of our work means that we are required to conduct a risk assessment before appointing anyone with a criminal record in a role supporting vulnerable adults."

Karlene Greenland, HR Advisor



Sector: Health

Ban the Box employer since: July 2019

How and when do they ask?

Chosen Care Group is a Health and Social Care Employer which means it is a mandatory requirement for them to perform a DBS check on every employee. As part of the DBS application they ask about previously spent and unspent convictions.

"Chosen Care Group have put Ban the Box to promote equality and opportunities for everyone"

Sheela Anthony, Quality Compliance Consultant



They employ staff with previous convictions by identifying the risk involved and measures are put in place to mitigate them in the future.



Sector: Not for Profit

Ban the Box employer since: October 2015

How and when do they ask? Chwarae Teg do not ask about criminal convictions at any stage of the recruitment process.

"We're very proud to support this campaign and help re-build lives - employment reduces offending by up to 50%, so it's in every community's interest to reduce the barriers to work for people with criminal convictions!"

Gemma Hughes, HR Partner



Sector: Public

Ban the Box employer since: February 2016

How and when do they ask? The City & Guilds Group do not ask about criminal convictions at any stage in the recruitment process.

"The City & Guilds Group is a leader in global skills development, it works with education providers, employers and governments in over 100 countries across the world, to help people and organisations develop their skills for personal and economic growth."

Chris Jones CEO



Civil Service

Sector: Public

Ban the Box employer since: February 2016

How and when do they ask? On 8 February 2016 David Cameron announced his support for Ban the Box, stating that the Civil Service would be banning the box across all departments. Business in the Community is working with the Civil Service to help to implement this change.

"They've done it in America – it's called 'ban the box' - and I want to work with businesses, including the many who've already signed up to the Business in the Community campaign, to see if we can do this here. And because I believe in leading by example, I can announce today that every part of the Civil Service will be 'banning the box' in these initial recruitment stages."

The Rt Hon David Cameron MP



Sector: Third sector

"At Clinks we support voluntary organisations across England and Wales, but we also lead by example. Ban the box is a great way to show you believe that people who have been in the criminal justice system deserve to live their lives free from discrimination and prejudice. Everybody deserves the chance to





Ban the Box employer since: May 2017

How and when do they ask? Clinks does not ask about convictions at any stage of the recruitment process.

change, a job is a vital step on that ladder and we won't allow people to be disadvantaged because of their past."

Anne Fox CEO

CODE4000

TEACHING TECH - CHANGING LIVES

Sector: Non-profit

Ban the Box employer since: March 2019

How and when do they ask? Code4000 provide a disclosure form to any successful applicant and offer positions conditional of their assessment of criminal records and receiving satisfactory references where necessary.

"Around 50% of ex-offenders go on to re-offend at huge financial cost to the British tax payer and huge personal cost to the offender, their families, communities and society. We know that people who leave prison and find work are much less likely to re-offend and given the opportunity will work hard to prove their value as an employee."

Miranda Millward, Regional Director



Sector: Public

Ban the Box employer since: June 2016

How and when do they ask? Concept Design Solutions only ask about criminal convictions where there is a contractual requirement to do so, and will only ask after the initial sift has taken place.

"I have a record and have found problems with employment."

Paul Slater, Director



Sector: Third sector

Ban the Box employer since: April 2018

"Conviction is a new voluntary organisation aimed at seeking justice for those who have been failed by the criminal justice system in England and Wales. We feel that previous convictions should not be an obstacle to voluntary work or employment. On that basis, we have changed all policies to reflect our views and signed up to "Ban the Box" to show our



How and when do they ask? Conviction considers applicants' skills, experience and ability to do the job before asking about criminal convictions.

dedication to ensuring fair recruitment policies whether that be voluntary or paid."

Ryan Jarvis - Founder & CEO



Sector: Construction

Ban the Box employer since: August 2017

How and when do they ask? If security clearances are required, Costain asks at interview stage. However, in these circumstances, the job description will state specific requirements.

"We aim to embrace the skills and attributes that everyone can bring to Costain by creating a fair, safe and supportive culture without discrimination, so that no matter who anyone is they have equal opportunity. We believe that our inclusive culture allows our people the freedom to voice their ideas and in turn encourages innovation."

Sally Austin, HR



Sector: Construction

Ban the Box employer since: March 2016

How and when do they ask? Currie & Brown only asks about criminal convictions after a job offer has been made. For regulated roles in sites such as schools Currie & Brown are required to conduct criminal record checks; however these are only performed after an employee has joined the business.

"We are proud to sign up to Ban the Box. This demonstrates our commitment to giving people a fair shot at employment without discrimination. For individuals with a criminal record, this move provides them with the opportunity to account for historic offences in a frank and open discussion. As a business, this prevents us from deselecting otherwise credible candidates, and gives us the opportunity to have a two-way discussion around any criminal record."

James Grinnell, Group People Director



Sector: Media, Marketing and PR

Ban the Box employer since: March 2016

How and when do they ask? Cubiquity asks about criminal convictions on a form sent to applicants after a job offer has been made. The conviction is then taken into account along with satisfactory references.

"Our commitment to positive recruitment activity is underpinned by our company's Equality Policy and we encourage all applicants who can be assured of an open, transparent and positive experience with applying for roles with our business."

Alison Deymond, HR Director

Cyrenians

Sector: Not for Profit

Ban the Box employer since: October 2018

How and when do they ask? Cyrenians have banned the box on all applications across their UK operations. However, they do have some regulated roles working with young people and vulnerable adults, all of which are required to be a part of the Protection of Vulnerable Groups Scheme.

"Cyrenians provide a range of supportive employability services in Edinburgh, the Lothians and Falkirk. We know from our casework that the road to employment can be long and arduous, particularly if you have experience of the criminal justice system. We also know that finding employment can be one of the biggest factors in preventing reoffending and rebuilding your life. We are proud to join Ban the Box, the employment of people with convictions not only makes good business sense but also enables us to become a more inclusive employer."

Ewan Aitken, CEO

D

DESTRIA

Activating ideas for good

Sector: Management Consultants

Ban the Box employer since: April 2014

How and when do they ask? Destria Partners does not ask about criminal convictions in the first stage of their application process. At the point of making an offer of employment, the company will ask the applicant to disclose unspent criminal convictions.

"Destria Partners activates ideas for good; and a good idea is not to have any unnecessary barriers to recruiting talent and for ex-offenders trying to re-enter the workforce. Our team has been and always will be recruited on abilities and fitness for the role, and any conversations about convictions will be had much later in the recruitment process."

John O'Brien, Co-Founder



Sector: Consultants

Ban the Box employer since: August 2017

How and when do they ask? Disability Fire Services does not ask at any stage of recruitment

"We believe that people should be given an opportunity to move forward with their life and given a second chance. We want to be attract the widest range of talent and to achieve this applicants will be reassured that they will not be disadvantaged."

Stephen Dering, Consultant

E



Sector: Retail

Ban the Box employer since: June 2019

How and when do they ask? East of England Co-op have banned the box on all paper and online applications. However, some roles do require a DBS check due to nature of their role such as Funeral, Security and home delivery drivers. DBS checks are also a mandatory aspect of Designated Premises Supervisor applications which all Food store managers will be required to get licenced for in respect of alcohol sales. We state that DBS checks will be required as part of appointment process. We will review on a case by case any issues arising from DBS process.

"By opening up opportunities to those with criminal convictions we are able to access a wider talent pool. It also enables those who have made a mistake to have a second chance; that in turn will help the communities we operate in by enabling those individuals to make a positive contribution to the local community/economy and reduce re-offending rates."

Karen Hill, Head of HR Operations



Sector: Legal

Ban the Box employer since: October 2014

How and when do they ask? Eversheds will only request information about unspent convictions once a job offer has been made.

"Eversheds believes innovation comes from diversity and people – the two go hand in hand. A fair, equal recruitment process is bigger than just the application stage, but barriers must be removed to ensure talented people have access to the opportunities available. Only by removing barriers like the tick box will organisations progress on the journey of becoming diverse and inclusive employers. We're proud this is a step we've taken and we have great people working with us because initiatives like this have made it possible."

Moira Slape, HR Director

F



Sector: Not for Profit

Ban the Box employer since: March 2016

"Fair Train has recently started working with prisons to improve the quality of their work experience provision, through the national Work Experience Quality Standard accreditation. Providing prisoners with high quality training and work experience helps them to access employment opportunities on release, improve

How and when do they ask? Fair train asks about criminal convictions at interview stage, giving the opportunity for explanation.

their life chances and reduce re-offending. Central to this process is employers seeing the potential in ex-offenders and giving them a second chance. That's why Fair Train is leading from the front and supporting Ban the Box."

Beth Gardner, CEO



Sector: Construction

Ban the Box employer since: April 2016

How and when do they ask? Farrelly Building Services does not ask about criminal convictions at any stage in their recruitment process. They signed up to the campaign after hearing about it from Interserve.

"We believe in equal opportunities for all persons and respect the right of individuals to have equal rights of access to work. If a person has the skills required for the job their past is irrelevant.."

Paul Farrelly, Director



Sector: Legal

Ban the Box employer since: January 2014

How and when do they ask? Freshfields only request information about unspent convictions once a job offer has been made, and convictions that are later disclosed will be assessed on a case-by-case basis. They have implemented a robust policy and process to consider the risk and relevance of any disclosed convictions to the firm. This process is handled by the HR team at the same time as pre-employment checks, and is the same for their regulated and unregulated roles.

"The success of working with ex-offenders that was demonstrated through the Ready for Work programme gained support at senior level for the Ban the Box campaign, allowing us to integrate our commitment to corporate responsibility with our mainstream recruitment practises. By banning the box, we are ensuring that the same candidates that accessed support and opportunities via the Ready for Work programme are now able to compete on a level playing field through the firm's mainstream recruitment processes."

Philip Richards, Partner



Sector: Technology

Ban the Box employer since: July 2018

How and when do they ask? During the application process, candidates are made aware

"At Fujitsu we believe in the power of difference to create a better future for everyone. We aim to create an environment where everyone can be themselves and feel able to contribute to the success of the Company. If the candidate is talented, enthusiastic and keen to make a difference, they can succeed in our organisation."

This means operating a fair recruitment process that offers equal opportunities to all, as well as

that pre-employment checks are carried out, and these include a declaration from the individual in regard to criminal convictions. We are currently reviewing this process and whether we will restrict this to particular roles and/or accounts.

providing the right training and development for people to succeed."

G



Sector: Education, Employment and Training
Ban the Box employer since: July 2016

How and when do they ask? Genius Within CIC do not ask about criminal convictions until interview stage.

"Here at Genius Within we are committed to celebrating individual strengths and promoting social inclusion. We strongly believe in rehabilitation and individual's capacity for change. Whilst we already employ several ex-offenders and actively work with offenders through NOMS CFO round 3 projects, we are always looking to continuously improve our recruitment processes to ensure equality of opportunity, so "Banning the Box" was a no-brainer in terms of value matching."

Kate Gilbert, Head of Business Development



Sector: Housing and Homelessness
Ban the Box employer since: October 2015

How and when do they ask? Gentoo do not ask about criminal convictions until a job offer has been made.

"At Gentoo we truly believe that our staff are the biggest factor in our business success. We are interested in the talent and passion of our employees and want each applicant to feel confident knowing their job success will be based on their ability. Joining the Ban the Box campaign means that all of our future employees will have access to a non-discriminatory application process that reflects our inclusive work ethic. Lifting barriers such as these will hopefully encourage more people to fulfil their career aspirations therefore improving their Art of Living and helping to tackle employment issues."

John Craggs, Acting Chief Executive



"At Genuine Solutions, we believe very much in second chances and that people should not be



Sector: Technology/Environmental
Ban the Box employer since: November 2015

How and when do they ask? Genuine Solutions does not ask about criminal convictions at application stage, but asks candidates to discuss any gaps in their CV at a later stage in the recruitment process.

judged on their past mistakes providing they are genuine in wanting to turn their lives around. We realise that people may go down the wrong path for reasons open to them at the time and are keen to open up the choices to prove that there is a different way of achieving success for themselves. Very much like our business where we give technology waste a new lease of life, we believe we can do the same with people. If the applicant is keen to learn from past mistakes, has the ability and desire to change, there is no reason why they should not be part of our team."
Paul Crossman, UK Managing



Sector: Surveyors
Ban the Box employer since: July 2016

How and when do they ask? Gleeds only asks about criminal convictions if there is a contractual requirement to do so. In this case they will ask about criminal convictions at interview stage, or after an offer is made.

"As an equal opportunities employer, Gleeds believes that all applicants should be treated fairly regardless of their background and history. All candidates should be assessed on the merits of their application and aptitude for the role, not by their past. Whilst we would expect potential employees to disclose relevant information during our interview process, we do not believe that a box on an application form should limit a candidate's progress in applying for a job with Gleeds."

Richard Steer, Chairman of Gleeds Worldwide



Sector: Legal
Ban the Box employer since: December 2018

How and when do they ask? Gowling ask about criminal convictions as part of their post-offer vetting procedures.

"Gowling WLG have committed to Ban the Box in order to address a key barrier to those who are marginalised and struggling to get into work. We recognise that ex-offenders can make a valuable contribution in the workplace and as a responsible business we want to take steps to ensure that we look at each candidate on their merits, focusing on their skills and potential and taking their conviction into consideration in a rounded, fair and measured way."

Lorna Gavin, Head of Diversity, Inclusion & Corporate Responsibility



Sector: Facilities

"GreenZone supports Ban the Box demonstrating our commitment to being an inclusive employer and is evidence of our positive contribution to local communities and the wider society. We believe that, by banning





Ban the Box employer since: October 2017

How and when do they ask? Greenzone does not ask about criminal records. with the exception of a number of roles which require DBS checks.

the box, GreenZone are better able to consider convictions at a more appropriate and are able to give people with convictions a better opportunity to compete for jobs."

Steve Trew, Managing Director



Sector: Facilities

Ban the Box employer since: October 2017

How and when do they ask? Ground Control will ask about criminal convictions at interview stage, allowing applicants to progress through the online and telephone screening process on the basis of their aptitude for the role.

"Ground Control is a Company that are absolutely focused on "success" and welcome a wide range of talent, skills and experience to help us reach our goals."

Tanya Mear, People Director



Sector: Recruitment

Ban the Box employer since: April 2019

How and when do they ask? Whilst our job adverts do not ask about criminal convictions they clearly state that we recognise the value people with previous convictions can bring to society and an employer and that we actively encourage people with criminal convictions to apply.

Instead, candidates will be invited to declare their unspent convictions (or spent convictions if they relate to a position exempt under the Rehabilitation of Offenders Act) at the interview stage in the form of a written disclosure or, if they feel more comfortable, a verbal disclosure. We will also direct candidates to disclosure templates and the interview process on their website.

"Guidant Global is a recruitment specialist who believes in attracting and securing a diverse workforce that represents the community around us. We are incredibly passionate about all aspects of Diversity and Inclusion and we believe that the current talent shortage and skills gap in the market can be resolved by recruiting a more diverse workforce. Ex-offenders are often unfairly overlooked and we believe that attracting and recruiting ex-offenders not only aids with the talent shortage but also supports our communities by assisting to rehabilitate individuals who are committed to positive change by introducing themselves into a mainstream working environment."

Nicky Hale, Head of Talent & Engagement



H



Sector: Utilities

Ban the Box employer since: July 2018

How and when do they ask: Only after we are happy we have found and selected the most suitable candidate, we may ask the applicant to disclose any unspent convictions, if we feel would be beneficial to the position being offered.

"All existing and potential new staff should be given an opportunity to move forward with their life. Everyone deserves to be given a second chance, as not all paths in life would be taken given another chance."

Steve Brands - Director



Sector: Third sector

Ban the Box employer since: July 2016

How and when do they ask? High Peak Food Bank advertise for people with broad life experiences so a criminal record is not usually a problem. Applicants are free to tell us about this in a way that suits them – discussion, on paper etc. separately to the application process.

"We want employees with wide life experiences, for some people this might include previous criminal activity. We acknowledge that most often, having a job prevents criminality and that many people who have a conviction are keen to make a new start. It is important that employers recognise this and the fact that employees with a record are likely to be more loyal and want to demonstrate their capabilities because, against the odds, they've been given a chance."

Paul Bohan, Area Coordinator



Sector: Facilities Management

Ban the Box employer since: February 2016

How and when do they ask? Hortech do not ask about criminal convictions at the first stage of recruitment, but instead ask at interview stage, when candidates are advised that they may need to undergo a DBS check.

"The business case is that we accept that individuals may have made mistakes, however they should be entitled to a period of rehabilitation and should not be discriminated against because of this. We also acknowledge that we could be missing out on good qualified and experienced individuals who could do well within our business."

Duncan Jones, Director

Howard League for Penal Reform

Sector: Not-for-Profit

Ban the Box employer since: Nov 2017

How and when do they ask? Howard League for Penal Reform only ask about criminal convictions when someone has been offered a role. If the role is regulated at this point they will require a DBS check.

"The Howard League has banned the box because a person's criminal record should not define who they are. Neither should a criminal record impede pathways to appropriate employment. As the world's oldest penal reform organisation, we would be remiss to not support Ban the Box and we urge businesses to consider joining the campaign."

Andrew Neilson, Director of Campaigns



Sector: Manufacturing

Ban the Box employer since: Mar 2018

How and when do they ask? Icon Designs does not ask about criminal convictions.

"We recognise people are our most important asset and therefore we have created a corporate ethos which provides opportunities to the people that are willing to participate in our growing success. It is therefore our intent to give everyone seeking to better themselves an opportunity to do so without any prejudice."

Shehzad Ahmad, Chief Development Officer



Sector: Facilities

Ban the Box employer since: May 2016

How and when do they ask? Inderflame have never have a box, and only ask about criminal convictions once applicants have been shortlisted.

"We are a forward-thinking organisation, we have never had a 'box' and take each candidate on their own merit. We believe in personal and professional change."

Rachel Mackenzie, Director



Sector: Facilities Management



Ban the Box employer since: December 2013

How and when do they ask? Interserve does not ask about criminal convictions in the first stage of their application process for any roles. Only where it is a legal or contractual requirement do they ask at a later stage. They announced their support for BITC's Ban the Box campaign via a company- wide 'Good News Friday' newsletter on Friday 31st January and their Business Support Services Newsletter for February. This reaches a wide and diverse audience encouraging their peers and employees to find out about the Ban the Box campaign.

"Interserve is proud of our equality and diversity credentials with people joining us from many diverse backgrounds. Ban the Box supports this culture and allows people to be assessed on their skills and abilities rather than pre-judged on their criminal convictions."

Scott Hill, HR Director, Interserve Support Services



Intuitive Thinking Skills™

From dependence to independence

Sector: Medical and Health

Ban the Box employer since: May 2016

How and when do they ask? Intuitive Thinking Skills supports people to move on from substance misuse and the criminal justice system, and all employees have a background of this sort. Intuitive Thinking Skills do not ask at the first stage of recruitment, however their roles are DBS checked.

"As an employer who actively employs ex-offenders I find that generally they bring huge assets that are often not found in other areas of the workforce."

Peter Bentley, Director



Sector: Facilities Services

Ban the Box employer since: March 2014

How and when do they ask? ISS UK Ltd does not ask about criminal convictions in the first stage of their application process for any roles. In certain circumstances, or if it is required by a client, ISS UK Ltd will conduct checks of unspent criminal convictions once an offer of employment has been made.

"Removing barriers which discriminate against talent of any type or background is good for the individual and good for business. Ban the Box is a great initiative that demonstrates business has a real role to play in reducing re-offending rates by judging people first on their skills and potential. Ban the Box helps promotes a positive personal spiral based on improving self-esteem and a solid job. I would encourage all businesses to grasp the challenge and Ban the Box."

Richard Sykes, Chief Executive Officer

J

J.M. SCULLY Ltd

Sector: Construction

Ban the Box employer since: March 2014

How and when do they ask? J.M. Scully Ltd will not ask about criminal convictions through their application forms or formal recruitment process.

"J.M. Scully is an Equal Opportunities Employer and it is our policy that all persons have equal opportunity for employment and advancement on the basis of their ability, qualifications and suitability to do a job. The aim of the policy is to ensure that no job applicant or employee receives less favourable treatment. We believe that by banning the box this will allow us to recruit from a wider pool and all applicants will be judged on a level playing field."

Shirley Scully, Managing Director, J.M. Scully



Sector: Construction

Ban the Box employer since: August 2015

How and when do they ask? J P Concrete will not ask about criminal convictions through their application forms or formal recruitment process.

"JP Concrete are proud to be associated with ban the box. As a company we have an ongoing relationship with HMP Onley assisting with the rehabilitation and training of prisoners. We believe ex-prisoners should be given a fair chance when re-entering society and ban the box is an important step towards this."

Philip White, Director, J P Concrete



Sector: Manufacturing

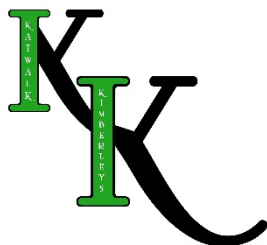
Ban the Box employer since: October 2018

How and when do they ask? JTI UK only asks candidates about unspent convictions once an employment offer has been made and reference information is being sought. At this stage, we gather more information and review this only in relation to specific role requirements.

"Our commitment to inclusivity is a key part the culture at JTI. As a Global Top Employer for the past 7 years, we have created a workplace where everyone feels involved and respected. By finding out about unspent convictions later on in the recruitment process means we are able to get to know the person and build our understanding of what they could bring to our business rather than excluding them, at the early stage, on the basis of a box they have ticked. Committing to the Ban the Box initiative is simply the right thing to do if we are to be a company which embraces diversity and inclusion in every aspect of our business."

Jason Melling, HR Director

K



Sector: Social Enterprise

Ban the Box employer since: September 2018

How and when do they ask?

Katwalk Kimberley's CIC banned the box on all online and paper application forms across your UK operations

"Katwalk Kimberleys CIC was set up to employ recovering addicts and ex-offenders - that is its main social aim. Katwalk Kimberleys was born out of the loss of two family members to substance misuse and thrives to help recovering addicts and ex-offenders back into the world of work enabling them to live a more positive, healthier and pro social lifestyle that prevents re-offending and returning to prison. As we are advocates for giving jobs to ex-offenders it makes sense to adopt the ban the box and have the green key logo on our application forms."

Abigail Fields, Managing Director



Sector: Construction

Ban the Box employer since: December 2017

How and when do they ask? Kier do not ask about criminal convictions, unless a contract requires a DBS check in which case they ask before completing the check.

"Kier is a vibrant and diverse business that provides exciting career opportunities in literally hundreds of roles across the country and internationally. As we grow and evolve, it is essential we provide a diverse environment of inclusion that ensures everyone, from whatever background, is respected and supported. In doing so we will all benefit and attract even more talent to the business that will truly help achieve our goal to make Kier the very best it can be."

Claudio Veritiero, Group Strategy and Corporate Development Director



Sector: Construction

Ban the Box employer since: June 2019

How and when do they ask? They do not, nor have they ever asked candidates to provide information about criminal convictions on application forms.

"One of our core values as a business is integrity, we act ethically, honestly, morally and transparently – we do the right thing. Therefore, it is important for us to attract competent employees into our company from all backgrounds and walks of life. We take the view that past mistakes should not prevent someone from achieving their full potential."

Tom Finnegan, Business Development Director



Sector: Food and Beverage

"At Kinnerton we believe in employing people based on their skills and experience and that

Ban the Box employer since: November 2014

How and when do they ask? Kinnerton Confectionery asks about criminal convictions once an offer of employment has been made. A form to declare unspent criminal convictions is sent out to new starters with the offer letter and contract of employment.

everyone deserves a chance. We understand that people may have made mistakes, therefore should a conviction be declared by a candidate after the offer of employment, we can be confident that the conviction is considered without prejudicing the interview/job offer."

Lisa Martin, HR Operations Manager

L



Sector: Insurance

Ban the Box employer since: December 2014

How and when do they ask? Lancashire Group does not ask about criminal convictions in the first stage of their application process. After an offer of employment has been made, Lancashire Group carries out a criminal record check as part of general background screening. Senior positions within the company are regulated by the FCA and the same process for recruitment applies in these instances.

"Recruiting the right people for Lancashire is a high priority for the business and we promote the value of having a diverse workforce. We base all recruitment decisions on the ability of our prospective employees"

Charles Mathias, Group Chief Risk Officer



Sector: Support services

Ban the Box employer since: September 2019

How and when do they ask about criminal convictions? At the final offer stage we are required, as MOD Defence Contractors, to obtain security clearance for all our employees. At that point somebody from our security team will ask the individual in confidence if they have any criminal convictions with the assurance that it will not affect their offer of employment unless it has a material impact on their ability to gain security clearance. This is the same for all of our prospective employees.

"At Landmarc, our end goal is to try to find the best person for the job. We therefore believe that everybody deserves an equal opportunity and that having a diverse workforce brings a wide range of different and unique skills into our business. Banning the box from the first stage of our recruitment process will give us access to a wider talent pool, which can produce a great outcome for individuals, businesses and the wider community."

David Jones, Head of HR



Landsec

Sector: Real Estate

Ban the Box employer since: December 2013

How and when do they ask about criminal convictions? Land Securities does not ask about criminal convictions at the first stage of their recruitment process. The majority of Land Securities' employment is through their supply chain and supporting disadvantaged groups who are furthest from the job market is a key priority in Land Securities' CSR strategy.



Sector: Communications.

Ban the Box employer since: October 2014

How and when do they ask? Leo Burnett does not ask about criminal convictions at any stage of their application process, and worked with Business in the Community to create an awareness campaign called 'second chance'.

"Land Securities seeks the most talented people as team members, who are representative of the communities in which we work. As such we seek to recruit from as diverse a pool as possible. Ruling anyone out from the beginning would not give us the wide range of applicants we are looking for."

Diana Breeze, Group HR Director

"Leo Burnett have always supported attracting and nurturing the very best talent wherever it comes from. We very much value our employees as it is their creativity and ideas that help make our creative product great and make our agency culture unique. As a result of this we want to ensure we don't cut off any potential talent sources, and we therefore fully support Ban the Box and do not include or ask about criminal convictions on our application forms. We believe everyone should be judged on merit and their potential, rather than what may have happened in their past. Everyone deserves a second chance."

Rob Varcoe, Group HR Director and Sarah Bowmann, Group Talent Strategy Director

Linklaters

Sector: Legal

Ban the Box employer since: September 2015

How and when do they ask? Linklaters have banned the box from all application forms, and do not ask about criminal convictions at any stage in the recruitment process. Checks for regulated roles are carried out by

"Our goal is to foster a working environment in which individual differences are respected and valued, and everyone has the opportunity to excel. An important dimension of this approach is our support for Ban the Box, ensuring that every candidate is seen for what they offer now and not for moments in their past. We are working hard to overcome barriers to employment, whether they are absolute or perceived and Ban the Box is a visible and clear

the Solicitors Licensing Authority before applicants apply for a role.

statement that we are delighted to endorse and employ."

Felix Hebblethwaite, Global Head of Recruitment and Resourcing



Sector: Government Administration
Ban the Box employer since: September 2014

How and when do they ask? Liverpool Vision does not ask about criminal convictions in the first stage of their application process. At the point of making an offer of employment, the company will ask the applicant to disclose unspent criminal convictions.



Sector: Financial
Ban the Box employer since: August 2019

How and when do they ask? Lloyds Bank have removed the criminal convictions disclosure box on all paper and online job applications. The process for regulated roles is exactly the same as vetting takes place after an offer has been made.

"At Lloyds Banking Group inclusion and diversity is central to our business success. Many people can inspire in different ways. There are those who strive to change our world for the better and those who overcome challenges to succeed when the odds are against them. We value the unique differences that people bring to work every day and we're working hard to ensure Lloyds Banking Group is inclusive for everyone."

Michelle Blayney, Chief Talent & Culture Officer

M



Sector: Construction
Ban the Box employer since: October 2014

"Our business believes that every person deserves a second chance in life. We have living proof this can happen and assist candidates into a better life."



How and when do they ask? Macs Plasterboard Systems will not ask about criminal convictions through their application forms or formal recruitment process.

Tom McLoughlin, CEO



Sector: Food and drink

Ban the Box employer since: December 2018

How and when do they ask? Manor Fresh has never asked about criminal convictions during its application process. We would only ask candidates to explain gaps in their CV during second interviews for senior roles.

"Here at Manor Fresh we believe all candidates should be treated with dignity and decency. We accept that sometimes people make poor decisions, but also, we know that people can learn from these mistakes and they want to move forward with their lives if they are given the right opportunity. All our candidates are assessed on the merits of their application and their aptitude for the role, not their past."

Mandy Baker, HR Officer



Sector: Construction

Ban the Box employer since: October 2018

How and when do they ask? Marlborough Surfacing have banned the box across all paper and online applications across their UK operations.

"Marlborough Highways prides itself on its recruitment and retention process. As an equal opportunities employer, we seek people with the attitude and aptitude to help us deliver work to our clients. We have an in-house programme to develop our people's skills which allows us to give anyone the opportunity to gain competence and solid qualification in Highway Maintenance. Our staff are from all walks of life which adds to the richness of our Company and don't see people's past as a barrier to their future. We want to be 'the people that people want to work with'"

Matthew Revell, Managing Director



Sector: Product Design and Procurement

Ban the Box employer since: April 2014

How and when do they ask? Matrix APA Ltd does not ask about criminal convictions at any stage of their application process.

"After a 'Seeing is Believing' visit to HMP Brixton, it was clearly evident that getting offenders back into work was a top priority if we want to see national crime rates fall. Banning the box is the first step in creating opportunities for ex-offenders and will make the critical difference to the employment prospects for many thousands of people leaving prison. Our own culture focuses heavily on fairness and the opportunity for a second chance; we all make mistakes in life, some bigger than others, but we believe those who fall hardest need the greatest amount of help. Being part of Ban the Box helps in a big way to achieve this."

Charlie Bradshaw, Managing Director



MAXIMUS® | United Kingdom

Sector: Support Services

Ban the Box employer since: April 2019

How and when do they ask? Maximus deliver assessments & support to a multitude of customers who may be deemed to be vulnerable and hence certain roles will require set legislation. All declarations of convictions are reviewed on an individual case by case basis and are asked about during telephone interviews.

"At MAXIMUS, we understand the transformative effect of employment and the importance of an inclusive workplace."

"While acknowledging the sensitive nature of our work, we are committed to Ban the Box. Our action should give individuals who have prior convictions confidence that their application will be judged on skills and experience, rather than a tick box about their past."

"As a business our programmes support thousands of individuals each year in to sustainable employment. To do this, we regularly work with employers to help them understand why more inclusive recruitment processes, including for ex-offenders, make real business sense, widening their access to talent."

Keith Luxon, UK HR Director



Sector: Technology

Ban the Box employer since: October 15

How and when do they ask? MVF does not ask about criminal convictions at any stage of their application process.

"MVF has never included a box for convictions on our application form, but we are now taking the positive step of joining the ban the box movement and making this part of our company policy."

"We believe candidates should be considered for roles based on their talent and skills alone and everyone should have the opportunity to apply. We feel it is the responsibility of business to lead by example and be a force for good in the community, and this movement is something we are proud to be part of."

Titus Sharpe, CEO

N



Sector: Third Sector

Ban the Box employer since: February 2014

How and when do they ask? Nacro does not ask about criminal convictions in the first stage of their

"Nacro believes that this campaign will help employers to consider applicants first and foremost on their merits; this should enable people who have put their criminal past behind them to get into work so they can become productive, financially independent members of society."

application process. At the interview stage, once a shortlist of candidates has been created Nacro asks them to fill out a criminal record declaration form. This contains sufficient room for applicants to provide a written disclosure statement, which they can take along to the interview and hand to the panel.

Lucy Anderson, Director of HR and Organisation Development



Sector: Cultural institutions
Ban the Box employer since: March 2019

How and when do they ask? National Museums Liverpool ask whether an individual has any criminal convictions once they have been offered the role, as part of the new starter process.

"At National Museums Liverpool we are committed to making our recruitment a fair process, which enables, and encourages, all suitable candidates to apply."

Laura Pye, Director



Sector: Support Services
Ban the Box employer since: December 2013

How and when do they ask? NBC Bird and Pest Solutions does not ask about criminal convictions at the first stage of their application process. At the point of interview, the company will ask the applicant to disclose any unspent criminal convictions.

"NBC decided to ban the box for several reasons, we didn't feel the question was relevant to our decision making process when looking for a new team member. We assess them on many criteria with a focus on their ability now and so long as we felt that there was nothing that would prevent them from meeting our expectations as an employer now their past had little or no relevance."

John Dickson, Managing Director



Sector: Construction and Utilities
Ban the Box employer since: April 2018

How and when do they ask? We currently ask about criminal convictions on the same New Starter form we

"At NMC, we fully support and embrace diversity and inclusivity. In a world of overused cliches, we're genuine in our belief that all people should be treated fairly, regardless of their situation in life. When it comes to recruiting talented people, what box? We have never had one! We have a duty to think beyond our company and extend a

capture data such as bank account details, emergency contacts and ethnic origin. However, we do not use this information and this form is only completed by people who have already accepted an offer of employment subject to satisfactory references. The form is currently under review and unless we begin to use that data is likely to be removed.

profound level of care into our communities, in order to support and nurture people into becoming valuable members of society. We hire people based on the skills they bring and their potential to do a great job"

Karen Morris - HR Director PR



Sector: Utilities

Ban the Box employer since: May 2019

How and when do they ask?

We will only ask for criminal convictions at the offer stage when we complete the suitable level of DBS check for the role being offered. We have roles that enter customer premises and therefore these require the suitable level of DBS check. As we are Utilities organisation, we are part of the National Infrastructure and therefore a number of our roles require different levels of security checks to ensure the safety of our assets and the service we provide.

"Here at Northumbrian Water and Essex & Suffolk Water, we believe in recruiting people based on their skills and experience and that everyone deserves a chance to make a difference and support us in our Vision.

We appreciate and understand that people may have made mistakes in their past and that this should not restrict them from making a positive difference in their future. To support this we have banned the box so a conviction will only be declared by a candidate after the offer of employment, so we can be confident that the conviction is considered without prejudicing the interview or job offer."

Michael Moore, Resourcing Manager



...the straightforward approach to delivering events

Sector: Events

Ban the Box employer since: October 2018

How and when do they ask? They ask about criminal convictions as part of an informal chat as they work internationally and it can be difficult to obtain visas for those with convictions. If they are driving convictions, there may be restrictions to driving company vehicles but apart from that, there are no other reasons why we may not hire someone with a conviction.

"Banning the Box was an obvious choice for Offploy. We want to access as wide a choice of talent as possible when recruiting people into our business. Having a criminal conviction does not affect someone's ability to work, deliver an

O



Sector: Recruitment

Ban the Box employer since: September 2018

How and when do they ask? Offploy asks about criminal convictions at the interview stage. This is informal and not recorded. They ask the question to understand if the person has any unique lived experience or any further needs from a company that is advocating for more people to recruit people with criminal convictions.

amazing service and becoming a contributing member of our team and society. We are now urging more employers to Ban The Box and instead of asking 'Do you have any unspent convictions?' and expecting a response in two lines we instead ask a range of questions at the interview so we can assess a candidate's character over their conviction."

Jacob Hill, Managing Director



Sector: Not for Profit

Ban the Box employer since: May 2015

How and when do they ask? Only Connect have removed the tick box on all online and paper applications forms. Instead, they ask candidates to disclose unspent criminal convictions at interview stage, where they explore a candidate's knowledge of the criminal justice system.

"Steady employment after prison makes a significant difference to reoffending rates. In today's day and age there is no room for discrimination. Some of our most valuable employees have been through the criminal justice system, and companies that discriminate are missing out on some of the most diverse talent out there."

Beth Murray, Public Engagement Director



Sector: Education

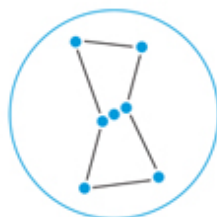
Ban the Box employer since: April 2015

How and when do they ask? Community Interest Company On Course South West does not use application forms but instead accept video applications. In most cases they do not ask about convictions, but where a DBS check is required this is clearly advertised and only sought following an offer of employment.

"Adult learning is about working in partnership with individuals to maximise opportunities and look forwards to the future. We recognise that every person brings a different dimension to the organisation and that to exclude individual talents on the basis of past actions will stop our organisation from fully representing our community. Safeguarding our learners is of course essential, however our recruitment process ensures that attitude and commitment have a chance to shine and that potential is not lost due to arbitrary judgements."

Heather Morris, Curriculum Manager and HR Director

OrionGroup



Sector: Recruitment

Ban the Box employer since: January 2019

How and when do they ask? OrionGroup have banned the box across all online and paper applications

"As a family owned business and a recruitment service company, Orion appreciates the ethical and business reasons to maintain the broadest candidate resource pool possible. Challenging UK demographics and greater immigration restrictions provide a demanding environment to undertake our trade. Compounding the domestic resourcing difficulties further is a labour under-resource of over one million people and a certain reluctance for those requiring work to relocate, retrain or upskill. This is often not the case with individuals who are seeking a second chance or who have a point to prove following marginalisation through heavy handed and excessively narrow recruitment processes."

Ross MacRae, Group HR Director

P



Sector: Legal

Ban the Box employer since: March 2019

How and when do they ask? Paul J Watson Solicitors ask about previous convictions before they make an offer to a successful candidate.

"Our firm believes in inclusive practices and we welcome the opportunity of banning the box to make our process fairer. We are revising our recruitment process and will implement a recruitment of ex-offenders policy. As a law firm, we recruit Solicitors with clean practising certificates, which is reliant on convictions no more serious than minor driving offences, but as with other applicants, we will check this at the point of making a job offer."

Gemma Watson, Practice Manager

|P|E|N| OPTICAL

Sector: Health and social care

Ban the Box employer since: April 2018

How and when do they ask? Pen Optical asks candidates about their criminal convictions and the circumstances surrounding them at the interview stage. They recruit optometrists, which is regulated by the General Optical Council (GOC). A conviction will not stop them working with individuals unless it impacts on their registration with the GOC or it means they are not allowed to work with prisoners.



Sector: Not for profit

Ban the Box employer since: May 2016

How and when do they ask? Prisons Org UK does not ask at any stage of recruitment.

"As an ex-offender, and the founder and former Chief Executive of UNLOCK - the national charity for people with convictions - I know how important it is to give people that vital second chance. Equality we owe our employees a duty of care so it is important that before we appoint we ask about convictions that may put that at risk. If the conviction doesn't present a risk to the safety of others and is irrelevant to the job applied for we ignore it completely - and ask others to do the same."

March Leech, Editor, the Prison's Handbook

profusion

Sector: Marketing

Ban the Box employer since: November 2018

How and when do they ask? Profusion have banned the box across all their UK operations and will only ask about criminal convictions after an offer of employment has been made.

"At Profusion we believe that everyone deserves a chance in life. We meet the person, not their past. Who you are now is far more important to us than where you have come from."

Darren Robson, CEO



Sector: Not-for-profit

Ban the Box employer since: February 2017

How and when do they ask? Peer Power Youth only asks about criminal convictions after shortlisting candidates.

"Peer Power Youth are committed to the recruitment of a diverse team, that reflects the diversity of our beneficiaries."

Anne-Marie Douglas CE



Sector: Public Services Provider

Ban the Box employer since: July 2018

"We are delighted to sign up to Ban the Box. As a provider of prison education and a probation service, PeoplePlus supports thousands of ex-offenders every year to change their lives and secure sustainable employment. We also want to attract the best talent to our own organisation and are committed to open and fair recruitment processes."

How and when do they ask? PeoplePlus will ask the question at offer of employment stage once a suitable candidate has been identified after interview

Kevin Rodger, Director of Strategy



Sector: Recruitment

Ban the Box employer since: July 2018

How and when do they ask? Prestige asks all candidates about criminal convictions at the end of the interview so that they can manage which assignments to place people on based on their clients' policies. They do recruit for regulated roles, ensuring all candidates who meet the skills criteria are aware of DBS check requirements and disclose to the client, with the applicant's permission, only if and when necessary.

"Prestige Recruitment Specialists recognise the valuable contribution people with convictions can bring to our society and actively encourage people who want to move on from their past mistakes to apply for relevant vacancies. To show our commitment, we are a 'Ban the Box' employer/recruiter with regard to staff who are employed directly by Prestige Recruitment Specialists, either on a permanent basis or in temporary roles."

Vicky Black, HR Manager



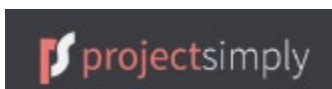
Sector: Logistics

Ban the Box employer since: October 2013

How and when do they ask? PRO-Driver does not ask about criminal convictions at any stage of their application process.

"Everyone deserves a chance to rebuild their life."

Joss Ronchetti, Managing Director



Sector: PR and Communications

Ban the Box employer since: October 2014

How and when do they ask about criminal convictions? ProjectSimply will not ask about criminal convictions at any stage of their application process.

"We believe that people should have an opportunity based on desire, skill and a good fit with a current position, not on historical blemishes. Inclusion and rehabilitation is an ongoing process brought about by acceptance, purpose and pride."

Christian Hill, CEO

Q



Sector: Utilities

Ban the Box employer since: February 2017

How and when do they ask? Quesera does not ask about criminal convictions at any stage, and actively seeks to employ ex-offenders.

"Because we are Sole Ex-offender Employer we don't even ask about previous convictions! Every ex-offender should be given a 2nd chance"

Kenneth Ford Wyatt, Managing Partner

R



Sector: Utilities

Ban the Box employer since: June 2016

How and when do they ask? Record UK does not ask about criminal convictions until the final interview stage, as DBS checks are required to fulfil some of their contract.



Sector: Recruitment

Ban the Box employer since: March 2018

How and when do they ask: The Recruitment and Employment Confederation does not have an application form but works with its recruitment agencies to ensure they do not ask for disclosures until after the first round of interviews.

"The recruitment industry has a key role to play in supporting people with criminal records to get into work, so we're helping our members put inclusive hiring at the forefront. Recruiters are in a unique position with the power to transform people's lives, so they need to take steps to ensure their processes are fair and give everyone the chance to succeed."

Kevin Green, Chief Executive, REC



ReConstruct
RECRUITMENT

Sector: Recruitment
Ban the Box employer since:

How and when do they ask: Reconstruct Recruitment work in

"If we create opportunities for people with convictions and provide a stable working environment ultimately we are contributing to building better communities."

Ian Perkins, Managing Director

partnership with HMPPS, the majority of their candidates will have criminal convictions and they are committed to sourcing employment opportunities for them.



Sector: Food & Drink Manufacturers
Ban the Box employer since: March 2019

How and when they ask: Redemption Roasters do not ask about previous convictions at any stage of the recruitment process.

"We hire ex-offenders as a matter of principle - they make great members of our team. We would thoroughly recommend hiring ex-offenders to other businesses."

Max Dubiel, Director



Sector: Education and Employability
Ban the Box employer since: July 2018

How and when do they ask: Reformed Foundation don't ask

about previous convictions at any stage of their recruitment process.

"We are an organisation that is committed to advancing the causes of ex-offenders we aim to be able to solve some of the problems ex-offenders face such as employment and housing, so we have signed up to Ban the Box because we do not ask about criminal convictions, we only employ ex-offenders"

Tim Andrews



Sector: Management Consultants
Ban the Box employer since: September 2018

How and when they ask? Reward Gateway have banned the box on all online and paper application forms across your UK operations.

"Our ultimate mission is to make the world a better place to work. That means better, fairer and safer for all. We believe that through enablement, opportunity, agency and empowerment at work, we can create a fairer, more prosperous global society. For some, there are bureaucratic and systematic roadblocks that can get in the way when they try to enter or re-enter the job market, based on their circumstances or history. It might be that they have a criminal record, a lack of permanent address which makes applying for a job trickier for some than others. We have banned

the box to remove blockers to entering employment and support those who want to return to work and because we're serious when we say, we want the world to be a better place to work. For everyone."

Rob Hicks, Group People Director

RICOH imagine. change.

Sector: IT

Ban the Box employer since: October 2014

How and when do they ask? UK does not ask about criminal convictions in the first stage of their application process. At the point of making an offer of employment, the company will ask the applicant to disclose unspent criminal convictions.

Are there any roles that are exempt from these processes? For regulated roles such as in field service operations, Ricoh UK will require spent and unspent convictions to be disclosed and request the appropriate DBS check prior to employment.

"Ricoh UK pride themselves on being an employer of choice and have robust policies ensuring fairness and equality around employment: when we were asked to support the 'Ban the Box' campaign we put in place actions to remove the box from our recruitment process, Every time I support a ban the box event I feel inspired at the drive and desire of the individuals involved to take any second chance offered and prove they can move on and be successful. By removing the declaration of convictions box from applications, Ricoh UK are able to judge individuals on their skills and abilities and not their past."

Phil Keoghan, CEO, Ricoh UK



Sector: Hospitality

Ban the Box employer since: August 2014

How and when do they ask about criminal convictions? Roast Restaurants Ltd does not ask about criminal convictions at any stage of their application process.

"We see no need to highlight people's pasts and have a long-established commitment to working with ex-offenders. We have successfully recruited people with criminal convictions over many years and look to what role their future plays in ours."

Iqbal Wahhab, Founder, Roast Restaurants Ltd



Sector: Not-for-profit

Ban the Box employer since: July 2019

How and when do they ask about criminal convictions? Rural Arts have banned the box on all application forms and will now ask when references are requested. However, they also employ a number of staff to work directly with children and vulnerable adults so they have adapted their recruitment process to make sure they are only requesting a DBS check when valid, and ensuring that opportunities where possible are flexible to accommodate those who may not be able to work with those groups

"Rural Arts is committed to inclusion, not only through the projects that we run but in the team that we employ. We see firsthand the impact that the arts and employment can have on a person's life and couldn't with good conscience provide that opportunity to a project participant and not to a potential member of staff. Talent is within all of us, but so is the ability to make mistakes. We support anyone and everyone that wants to make their life, and the lives of others, better."

Max May, CEO

S



Sector: Construction

Ban the Box employer since: April 2018

How and when do they ask? Saint Gobain only ask about criminal convictions where it is necessary and relevant to the position being applied for. They are committed to ensuring that all candidates are assessed fairly and equally for the skills and experience they offer.

"At Saint-Gobain we value the contribution of all of our employees, and strive to treat everyone fairly and equally. We also believe in 'banning the box', to ensure that we are able to initially give everyone an opportunity to be considered by Saint-Gobain based on the value they can offer our company."

Ieuan Male-Maltby, Recruitment Manager, Saint-Gobain Delegation UK & Ireland



Sector: Charity / Third Sector

Ban the Box employer since: July 2014

How and when do they ask? 2nd Chance Project does not ask about criminal convictions in the first stage of their application process, and only asks at a later stage for regulated roles. For regulated roles where applicants will be working directly with children and

"We are passionate about inspiring change and achievement. In order to do so we are proud to promote an end-to-end solution. This means the clients we engage have the potential to progress through 2nd Chance and potentially volunteer or work for our organisation as we believe they can be the most effective solution and help us to become a market leader."

vulnerable adults, 2nd Chance Project will ask candidates about their criminal convictions and carry out enhanced DBS checks before an employment offer is finalised.

James Mapstone, Managing Director



Sector: Support Services

Ban the Box employer since: October 2018

How and when do they ask? Serco have banned the box in their applications across their UK operations. However, some of their roles require screening which involves a criminal record check – these are role and sector dependant.

“We are firm believers that people should not be judged on the lowest point in their lives. Once someone has served their sentence they should be supported on their re-entry to society. Having a proper job is a key part of helping them find their way back and crucial to preventing reoffending and that is why Serco, as a key player in the Justice sector is proud to be introducing the ban the box initiative and help ex-offenders find employment with us in one of our many public service contracts.”

Julia Rogers, Managing Director – Justice



Sector: Third Sector

Ban the Box employer since: September 2014

How and when do they ask? Serenity Services will ask the applicant to disclose unspent criminal convictions when making an offer of employment.

“The act of discrimination from a perspective employer will break the confidence, a high probability of ex-offender re-offending. Our aim is not only to improve an ex-offender’s reading, writing, spelling and employability skills but to employ some ex-offenders for suitable positions within the organisation.”

Andrius Remeikis, Trustee and Director

For regulated roles, where applicants will be working directly with children and vulnerable adults, they ask candidates about their criminal convictions and carry out enhanced DBS checks before an employment offer is finalised.



Sector: Recruitment

Ban the Box employer since: October 2017

How and when do they ask? SES Group is a recruitment agency providing staff for events. The company has a strong ethos of supporting ex-offenders

“As an ex offender myself and running my own company for the past 8 years, I have faced struggles as a result of having a conviction. I’m aware through that offenders with less skills, experience & those at the lower end of the academic or social ladder face a huge stigma. My company has proof that it does work and since opening, we’ve had roughly around 500 ex-offenders on our books throughout the years

into employment, and offers applicants the opportunity to disclose at interview.

and lost a mere 2% of them back to reoffending, again proving that people do want to work."

Krista Brown, Recruitment Director

Sir Robert McALPINE

Sector: Construction

Ban the Box employer since: November 2018

How and when do they ask? Once an offer of employment has been made a candidate will be asked to declare any unspent convictions as part of their on-boarding process.

"We believe passionately that everyone should be given a chance to shine in life. To this end we have committed to recruiting the very best people based on their aptitude, not their past. We focus on what people can offer now and, in the future, rather than looking back. This allows us to provide greater opportunities for people looking to start a new chapter in their lives. At Sir Robert McAlpine we treat one another like family, it is a value that runs through all we do and each decision we make, including recruitment"

Karen Brookes, Director of People and Infrastructure



Sector: Third Sector

Ban the Box employer since: October 2014

How and when do they ask? Shekinah Mission asks the applicant to disclose unspent criminal convictions at interview. This information will only be shared with the organisation's HR team and not the recruitment panel. For regulated roles, they will ask about spent and unspent criminal convictions, requesting the appropriate DBS check.

"We want to recruit staff who can make a real difference to people's lives. People with 'lived experiences' can make a significant contribution to that but are often put off by barriers. Disclosure of convictions should be part of the conversation, but not the starting point."

John Hamblin, CEO



Sector: Digital Marketing

Ban the Box employer since: May 2014

How and when do they ask? SiteVisibility Marketing Ltd does not ask about criminal convictions in the first stage of their application process. At the point of final

"To give people a second chance."

Jason Woodford, Chief Executive Officer

interview, the company will ask the applicant to disclose any unspent criminal convictions.



Sector: Recruitment
Ban the Box employer since: May 2015

How and when do they ask? Society does not ask about criminal convictions at any stage of their recruitment process.

"We're strongly supportive of Business in the Community's Ban the Box campaign. Far too many people are being effectively excluded from the workforce by antiquated recruitment practices that screen them out before there's been a chance for the Hiring Manager to get to know them as a human being, to understand their journey, or to put their past into its full context. A small tweak to the way organisations select people for interview can remove this enormous yet invisible barrier, and will benefit both companies, employees and society at large."

Simon Lucas, Managing Director, Society



Sector: Support services
Ban the Box employer since: May 2015

How and when do they ask? Sodexo do not ask about criminal convictions at any stage in the recruitment process, with the exception of their Ministry of Justice roles which require that they ask at application stage, and their regulated rolls where a DBS check is carried out only if the candidate is successful.

"Sodexo is proud to Ban the Box. As a services company working to improve quality of life across a variety of industries our most valuable asset is our people. We want to attract the best people and recognize that the tick box may have been keeping us from a very valuable pool of talent. In addition, as a company responsible for both prison and probation contracts, we understand how important employment is to rehabilitation. Ban the Box gives ex-offenders the opportunity to compete on a level playing field for employment."

Angela Williams, HR Director, UK and Ireland

SOUTHBANK CENTRE

Sector: Arts
Ban the Box employer since: June 2014

How and when do they ask? At the point of making an offer of employment, the company will ask the applicant to disclose unspent criminal convictions. Southbank Centre hire for some roles working with

"Southbank Centre changes people's lives every day through encounters with art and culture. We are determined to make these encounters available to all regardless of background. By offering a fair employment opportunity to ex-offenders, we will increase the vibrancy and diversity of Southbank Centre. This will help us



children or vulnerable adults. These roles require DBS checks; however Southbank Centre will not ask about convictions or initiate DBS checks until after an offer is made, aligning with their commitment to assess applicants' skills first.



Sector: Third Sector

Ban the Box employer since: April 2015

How and when do they ask about criminal convictions? Sova highlights that it welcomes applications from ex-offenders, and explains that the regulated nature of many of its roles means a criminal record check may be necessary. Sova therefore discreetly offers applicants the opportunity to confidentially discuss convictions before applying.

welcome the world to our much-loved site. We are proud to support Ban the Box."

Richard Buxton, Human Resources Director

"Sova believes that everyone has the capacity to change their life for the better. We also believe that to make those changes you often need someone on your side – someone who understands you and what you are going through."

Sophie Wilson, COO

SPENCER

British Engineering

Sector: Engineering

Ban the Box employer since: August 2019

How and when do they ask? Spencer Group have banned the box on applications forms across the business. However, they are sometimes required to complete a DBS check if a particular client requires one for their project (for example in the Nuclear Industry where this is required for security clearance).

This is completed on a voluntary basis and whilst they will not be able to work on the job without completing a check, they will not be penalised in their day-to-day job or asked for further information if they do not wish to complete a DBS check.

If a DBS check does come back with a conviction, they assess the situation with the client to make a safe and fair judgement and the employee will be consulted at every stage of the process.

"We are an inclusive employer that looks to our colleague's futures, not their pasts."

The Spencer Group recognises that everyone deserves opportunities and a second chance. We are a diverse and inclusive employer that encourages extraordinary people from all walks of life, backgrounds and challenges to join our team as we hire on skill, character and ambition, not previous mistakes."

Our ethos has always been to employ talented people, regardless of gender, race, sexual orientation, background etc."

Yvonne Moir, HR Director





Sector: Architects

Ban the Box employer since: February 2015

How and when do they ask? Styles & Wood has removed the question about criminal conviction from job application stage and potential employees are only required to disclose convictions at a later stage where it is deemed a requirement by the client.



Sector: Housing

Ban the Box employer since: June 2016

How and when do they ask? St Leger Homes only ask about criminal convictions if an applicant reaches application stage.

The Spencer Group recognises that everyone deserves opportunities and a second chance. We are a diverse and inclusive employer that encourages extraordinary people from all walks of life, backgrounds and challenges to join our team as we hire on skill, character and ambition, not previous mistakes.

Our ethos has always been to employ talented people, regardless of gender, race, sexual orientation, background etc.

"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 only ask job candidates to tell us about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974. We only take into account unspent convictions, when making recruitment decisions, where the 'unspent' convictions are relevant to the post. We select all candidates for interview based on their skills, qualifications and experience."

Linda Keeling, Head of Human Resources and Health and Safety

T



Sector: Utilities

Ban the Box employer since: August 2016

Tide

"Working in Partnership with Ban the Box to achieve the Thames Tideway Tunnel objective, we believe in providing opportunities to those from all backgrounds"

Julie Thornton, Head of HR



Sector: Housing
Ban the Box employer since: August 2015

How and when do they ask? Trafford Housing Trust was the first housing association to sign up to the campaign. They do not ask about criminal convictions at the first stage of the recruitment process. Candidates will be asked to disclose criminal record information at the point at which they are shortlisted.

"People will have a fair chance to get to an interview based on their competency for a vacancy, rather than being excluded automatically because of a conviction unrelated to their ability to perform the role in question."

Matthew Gardiner, Chief Executive

TRUE STORY

Sector: Media, Marketing and PR
Ban the Box employer since: October 2013

How and when do they ask about criminal convictions? True Story does not ask about convictions at application stage, but does address gaps in employment history at interview and have in place a full induction process and probation period. They feel that this is more relevant to manage the inherent risk of the recruitment process.

"We don't believe there is any merit in having a 'tick box' to screen out ex-offenders because we want to put the emphasis on skills, abilities and best fit for our company. We invest time in the recruitment, induction and probation process to give us the best chance of making this work. We're a relatively small company with around 80 employees but businesses like ours have a big role to play in ensuring people have the opportunity to compete."

Jayne Mayled, CEO

U



Sector: Third Sector
Ban the Box employer since: February 2014

How and when do they ask? Unlock only asks about convictions once a job offer has been made. At this stage, they ask applicants to complete a self-disclosure

"We believe that, by banning the box, employers are better able to consider convictions at a more appropriate stage in the recruitment process, and at the same time are able to give people

form. They may then arrange a discussion with the candidate. The rationale for this process is to ensure that the organisation only considers the convictions of the person they want to offer a position to. It also means that applicants who do not reach the final stage of the process do not have to disclose sensitive personal information unnecessarily. They have a clear policy on their website which sets out this process, so that applicants can have confidence in knowing how the recruitment process works.

with convictions a better opportunity to compete for jobs."

Christopher Stacey, Director (Services)



Sector: Support Services

Ban the Box employer since: July 2018

How and when do they ask? Urbaser now only ask about criminal conviction at the offer of employment stage rather than on the initial application stage

"We wish to attract new employees from the widest pool of applicants as possible, without prejudice or focusing on people's mistakes from the past"

Simon Pederson, Head of HR & Payroll

V



Sector: Construction

Ban the Box employer since: September 2019

How and when do they ask? VGC group will always recruit based on skills and experience. They only enquire about previous convictions where this is required for security clearance purposes only. DBS checks are sometimes required where working in high security environments including nuclear power stations & airside at airports.

These requirements are clearly outlined in the initial job advertisement.

"Asking about previous convictions is outdated and discriminatory and is removing a huge pool of potential skills, talent and experience that is required within the construction industry."

VGC group is fully committed to the 'Ban the Box' programme and our 'Go Beyond the Gates' programme actively works with prisons and charities to develop sustainable employment opportunities for those with previous convictions. This has resulted in economic independence, a reduction in re-offending rates, the promotion of social inclusion as well as a future skills pipeline for VGC."

Ciara Pryce, Group Director



Sector: Utilities

Ban the Box employer since: February 2016

How and when do they ask? Virgin Trains does not ask about criminal convictions until an initial job offer has been made.

"We already work with people with convictions so banning the box seemed a logical step to take given our current work. We do not want to put people off applying for roles with us and would like to make our decisions based on where the candidate is now and what they can add to our business."

Kathryn Wildman, Lead Recruiter



Sector: Utilities

Ban the Box employer since: November 2015

How and when do they ask about criminal convictions? Viridor does not ask about criminal convictions at any stage in their recruitment process, to reflect a desire to build on strengths and not weaknesses.

"Viridor's objective is to be the UK's leader in renewable energy and resource management, with the customer and the heart of everything we do. We can only achieve this by having a first-class, talented, motivated and skilled workforce. We are not so interested in what you've done in the past but what you can achieve in the future. By building on your positive attributes and experiences, not those you regret. We have the opportunity to help each other to do things right, not do things wrong."

Simon Catford, HR & Regulatory Director

W



Sector: Third Sector

Ban the Box employer since: September 2014

How and when do they ask? At the point of interview, Walking with the Wounded will ask the applicant to disclose unspent criminal convictions. Where it is a legal requirement, Walking With The Wounded will inform the applicant at interview that they will be undertaking a DBS check.

"Walking With The Wounded supports the Ban the Box campaign because it is absolutely right. A past criminal conviction has no bearing on an individual's ability to do a good job today. It will reduce reoffending, give individuals a second chance and increase our access to the talent pool in the wider community. We as a collective workforce are proud to wholeheartedly adopt this policy."

Fergus Williams, Director of Operations PR



The Prince's
Responsible
Business Network



west midlands
police and crime
commissioner

Sector: Public sector

Ban the Box employer since: September 2019

How and when do they ask? Questions about past criminal convictions are asked about at security vetting stage.

"The Office of the West Midlands Police and Crime Commissioner has a history of supporting ex-offenders, through providing placements and working closely with the Longford Trust to give people another chance. We all have a responsibility to reduce crime and I will be continuing to call on businesses and other employers to do the same."

Waheed Saleem, Assistant Police and Crime Commissioner

**WEST
WAY
TRUST**
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Sector: Not for profit

Ban the Box employer since: May 2018

How and when do they ask? The question about any criminal records is asked at the end of the interviews and any disclosures are reviewed for relevance to the role being recruited for.

"At Westway Trust we are committed to providing equality of opportunity for all our job applicants and to not deterring anyone from applying simply because of a past mistake. We want to ensure we attract the best candidates and make recruitment decisions based on the candidate's skills, abilities and potential. Signing up to Ban the Box clearly shows we believe in giving people second chances! We are committed to being inclusive and making positive contributions to the community. We have already attracted and employed staff who perhaps would not have applied if we requested details of any criminal convictions upfront."

Martin Parker, Head of Policy

Z



Sector: Recruitment

Ban the Box employer since: June 2019

How and when do they ask? At the point of interview, Walking with the Wounded will ask the applicant to

"We believe that candidates can have a past but this doesn't predict their future. Mistakes in the past don't have to mean mistakes in the future. We will always judge candidates based on their suitability for the role and not any criminal records."

Ursula Colman, Director





disclose unspent criminal convictions. Where it is a legal requirement, Walking With The Wounded will inform the applicant at interview that they will be undertaking a DBS check.

