



DBS Policy

Newman Landscapes as an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Newman Landscapes Ltd complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

Newman Landscapes Ltd undertakes not to discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.

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

Newman Landscapes Ltd can only ask an individual about convictions and cautions that are not protected.

Newman Landscapes Ltd is committed to the fair treatment of its staff, potential staff, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Newman Landscapes Ltd has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

Newman Landscapes Ltd actively promotes 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.

Newman Landscapes Ltd select all candidates for interview based on their skills, qualifications, and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as

necessary, all application forms, job adverts, and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

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

Newman Landscapes Ltd also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Newman Landscapes Ltd ensures that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Newman Landscapes Ltd makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

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

Signature: -

A handwritten signature in black ink, appearing to be 'David Newman', written over a horizontal line.

David Newman
Managing Director

Date: - 5th January 2025
Review: - 4th January 2026