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POLICY STATEMENT ON RECRUITMENT AND EMPLOYMENT OF EX-SERVICE USERS

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1. INTRODUCTION

The purpose of this policy is to safeguard the interests of both the Company and current, past and future service users in relation to paid employment and volunteering opportunities.

2. SCOPE

This policy applies equally to service users and ex-service users; however the former term is used throughout this document for convenience.

Managers involved in the recruitment process for vacant positions and volunteering opportunities are responsible for the application of this policy. In addition, line managers must ensure that employees within their area of responsibility are aware of this policy.

3. PRINCIPLES

The Company has a duty to all ex-service users not to exploit their involvement with a particular Service by inappropriately offering them a volunteering opportunity or paid employment within that Service.

In no circumstances will Services seek work (paid or unpaid) from ex-service users. This policy does not prevent minor and occasional input from ex-service users, such as attending events organised by the Service.

4. EMPLOYING EX-SERVICE USERS

Ex-service users who apply for employment or volunteering opportunities with the Company will be considered in line with the appropriate Company Policy.

When applying for employment or volunteering opportunities with the Company, applicants are asked to disclose if they are an ex-service user. Ex-service users will not automatically be discounted from the recruitment and selection process. However, it is important for the Recruiting Manager to balance the Service's responsibilities to provide a good quality service to existing service users and to support the well-being of employees.

The Company has a duty of care towards employees and volunteers and as such is responsible for ensuring that potential employees/volunteers are not at risk of:

- being re-traumatised by listening to the experience of others; and/or
- exploitation or the perception of exploitation.

In this regard, it is necessary for the Recruiting Manager to discuss this possibility with potential employees/volunteers prior to confirming an offer.

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In order to balance the Company's responsibilities whilst ensuring a fair recruitment and selection process, applications from current service users will be subject to the approval of the Senior Management Team.

The Company will consider applications from people who have been a service user within the last two years, however their applications will be considered with care to ensure they are suitable for the position taking into account the potential risks detailed above.

During the interview process, Recruiting Managers will highlight to all applicants the particular difficulties that may be associated with carrying out the work, particularly for some individuals who have had similar experiences to clients, making sure that the applicant is aware of the issues and is able to contribute to a fair decision about their application.

5. EQUALITY IMPACT

The General Equality Duty was introduced by the Equality Act 2010 ('the Act'), requiring the Company, in the exercise of its functions, to have due regard to three needs. These are the need to:-

- Eliminate discrimination, harassment, victimisation and other conduct prohibited by or under the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not, by,
 - Removing or minimising disadvantage;
 - Meeting the needs of particular groups that are different from the needs of others; and
 - Encouraging participation in public life.
- Foster good relations between people who share a protected characteristic and those who do not.

The General Equality Duty covers the following protected characteristics; age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. It also covers the protected characteristic of marriage and civil partnership with regard to eliminating unlawful discrimination in employment.

This policy has been subject to Equality Impact Screening. A copy of the information is available from the Human Resources Section.

6. TRADE UNIONS

The Trade Unions have been consulted regarding this policy in line with the recognised arrangements for such matters.

7. REVIEW

This policy will be reviewed in line with the recognised arrangements, at the date outlined on the front cover of this document, or earlier if there is a business or legislative requirement to do so.

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