

AS AN ORGANISATION USING THE CRIMINAL RECORDS BUREAU (CRB) DISCLOSURE SERVICE TO ASSESS APPLICANTS' SUITABILITY FOR POSITIONS OF TRUST, KNK COMPLIES FULLY WITH THE CRB CODE OF PRACTICE AND UNDERTAKES TO TREAT ALL APPLICANTS FOR POSITIONS FAIRLY. IT UNDERTAKES NOT TO DISCRIMINATE UNFAIRLY AGAINST ANY SUBJECT OF A DISCLOSURE ON THE BASIS OF A CONVICTION OR OTHER INFORMATION REVEALED, SUBJECT ALWAYS TO THE OVERRIDING CONSIDERATION OF PROTECTING CHILDREN AND VULNERABLE ADULTS.

KNK IS COMMITTED TO THE FAIR TREATMENT OF ITS, STAFF, POTENTIAL STAFF OR USERS OF ITS SERVICE IN LINE WITH THE REQUIREMENTS OF BOTH OUR EQUAL OPPORTUNITIES AND DIVERSITY POLICIES.

OUR WRITTEN POLICY ON THE RECRUITMENT OF EX-OFFENDERS IS MADE AVAILABLE TO ALL DISCLOSURE APPLICANTS AT THE OUTSET OF THE RECRUITMENT PROCESS.

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 SELECT ALL CANDIDATES FOR INTERVIEW BASED ON THEIR SKILLS, QUALIFICATION AND EXPERIENCE.



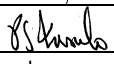
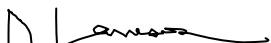
ALTHOUGH THE APPLICATION FORM FOR ALL VACANCIES REQUESTS DETAILS OF CONVICTIONS DEEMED AS 'UNSPENT' UNDER THE REHABILITATION OF OFFENDERS ACT 1974 FROM ALL APPLICANTS, A FORMAL DISCLOSURE IS ONLY REQUESTED AFTER A THOROUGH RISK ASSESSMENT HAS INDICATED THAT ONE IS BOTH PROPORTIONATE AND RELEVANT TO THE POSITION CONCERNED. FOR THOSE POSITIONS WHERE A DISCLOSURE IS REQUIRED, ALL APPLICATIONS FORMS, JOB ADVERTS AND RECRUITMENT BRIEFS WILL CONTAIN A STATEMENT THAT A DISCLOSURE WILL BE REQUESTED IN THE EVENT OF THE INDIVIDUAL BEING OFFERED THE POSITION. WHERE A DISCLOSURE IS REQUIRED, ANY OFFER OF WORK WILL BE SUBJECT TO THAT DISCLOSURE.

WHERE A DISCLOSURE IS TO FORM PART OF THE RECRUITMENT PROCESS, WE ENCOURAGE ALL APPLICANTS CALLED FOR INTERVIEW TO PROVIDE DETAILS OF THEIR CRIMINAL RECORD AT AN EARLY STAGE IN THE APPLICATION PROCESS. WE REQUEST THAT THIS INFORMATION IS SENT UNDER SEPARATE, CONFIDENTIAL COVER, TO A DESIGNATED PERSON WITHIN KNK AND WE GUARANTEE THAT THIS INFORMATION WILL ONLY BE SEEN BY THOSE WHO NEED TO SEE IT AS PART OF THE RECRUITMENT PROCESS. FAILURE TO DISCLOSE ANY 'UNSPENT' CONVICTIONS WHICH ARE OR MAY BE RELEVANT TO THE POSITION SOUGHT COULD LEAD TO WITHDRAWAL OF AN OFFER OF EMPLOYMENT OR ENGAGEMENT OR, IF EMPLOYMENT/ENGAGEMENT HAS ALREADY COMMENCED, THE APPLICATION OF KNK DISCIPLINARY PROCEDURE.

UNLESS THE NATURE OF THE POSITION APPLIED FOR ALLOWS KNK TO ASK QUESTIONS ABOUT YOUR ENTIRE CRIMINAL RECORD, WE ONLY ASK ABOUT 'UNSPENT' CONVICTIONS AS DEFINED IN THE REHABILITATION OF OFFENDERS ACT 1974.

AT INTERVIEW, OR IN A SEPARATE DISCUSSION, WE ENSURE THAT AN OPEN AND MEASURED DISCUSSION TAKES PLACE ON THE SUBJECT OF ANY OFFENCES OR OTHER MATTER THAT MIGHT BE RELEVANT TO THE POSITION. FAILURE TO REVEAL ANY INFORMATION THAT IS DIRECTLY RELEVANT TO THE POSITION SOUGHT COULD LEAD TO WITHDRAWAL OF AN OFFER OF EMPLOYMENT OR ENGAGEMENT.

WE MAKE EVERY SUBJECT OF A CRB DISCLOSURE AWARE OF THE EXISTENCE OF THE CRB CODE OF PRACTICE AND MAKE A COPY AVAILABLE ON REQUEST. WE UNDERTAKE TO DISCUSS ANY MATTER REVEALED IN A DISCLOSURE WITH THE PERSON SEEKING THE POSITION BEFORE WITHDRAWING A CONDITIONAL OFFER OF EMPLOYMENT OR ENGAGEMENT.

	Signature	Date
Operations Director		1 May 2009
General Manager		1 May 2009
Quality/Environmental Mgr		1 May 2009
Supply Chain/Partnering Mgr		1 May 2009