

Fair Chance Standard 1 - Adopter (Bronze): CULTURE

Elements	Evidence	Assessment (for example)*
Module 1: Designate Person Responsible for Inclusive Employment (PRIE)		
S1.1a	Designate a senior-level person, preferably Board level, or at least someone who reports to a Board member, to lead on Fair Chance employment.	Evidence that this matter has been discussed and minuted.
		Show minutes/notes where this was discussed, and the appointment agreed/confirmed. <i>Upload S1.1a: These can be excerpted from wider minutes to avoid sharing confidential data, or they may be drawn from an HR/EDI strategy or similar.</i>
S1.1b	Appoint your PRIE (Person Responsible for Inclusive Employment) and ensure that the scope of their role includes hiring and progressing people with criminal records.	Evidence that this role includes responsibility for hiring and progressing people with criminal records, and that you have someone 'in role'.
		Show minutes/notes where this was discussed, or a job description / letter of appointment where Fair Chance hiring is explicitly covered, or provide a written statement. <i>Upload S1.1b: These can be excerpted from wider minutes to avoid sharing confidential data.</i>
S1.1c	PRIE acquires knowledge of Fair Chance hiring principles and practices and commits to the Fair Chance fundamentals.	PRIE displays knowledge of Fair Chance hiring principles and practice.
		Confirm that Fair Chance Hiring: Fundamentals, Principles and Practices has been read and understood by the PRIE and that they commit to the three Fair Chance fundamentals. <i>Upload S1.1c: Signed statement (upload signature of PRIE)</i>
S1.1d	PRIE has/acquires knowledge of safeguarding.	PRIE displays knowledge of safeguarding.
		PRIE is able to describe company-specific safeguarding principles re: people with criminal records. <i>Upload S1.1d: At least one example for each of the following, where relevant, OR provide summary evidence (in a paragraph or two) that covers all principles that you adhere to in your business:</i> <ul style="list-style-type: none"> - Openness and attitude to inclusion. - 'Worst case' risk management (for 'bad actors' hired in error). - Robust, unbiased risk assessment by role. - Unbiased risk assessment as it relates to customer or public safety. - Unbiased risk assessment as it relates to staff safety. - Unbiased risk assessment as it relates to reputational risk / applicant safety. - Risk management to ensure safety and security in the workplace. - An explanation of role-based risk assessment for applicants, if relevant. - Risk assessment of the candidate: offence relevance, history and context. - Clarity about asking for a disclosure: if, when, how and why.

Module 2: Grow a Fair Chance culture			
S1.2a	Be clear why your organisation needs/wants a Fair Chance culture.	Written statement explaining more than one reason for adopting a Fair Chance culture.	Show employer-specific statement, appropriately signed and dated. <i>Upload S1.2a: Provide the statement, signed by the most senior board level sponsor (or similar).</i>
S1.2b	Agree to fulfil the Fair Chance Pledge .	Statement that you have accepted and adopted the Fair Chance Pledge .	Show Pledge statement appropriately signed and dated by the most senior board level sponsor (or similar). <i>Upload S1.2b: Show your 'ownership' of the Pledge 'signed' (could be a link to a page on your website that takes responsibility for living up to the pledge). Should also be evident on the job marketing for roles that have been through the Standard 2 process.</i>
S1.2c	Ensure that relevant stakeholders understand the Fair Chance Hiring: Fundamentals, Principles and Practices document .	Relevant stakeholders have read the Fair Chance Hiring: Fundamentals, Principles and Practices document.	Confirm that the Fair Chance Hiring: Fundamentals, Principles and Practices document has been read and circulated as necessary. <i>Upload S1.2c: notes, minutes, signed cover sheet or digital equivalent.</i>
S1.2d	Develop an internal communications strategy or plan regarding adoption of Fair Chance culture.	Internal comms strategy/plan developed.	Show strategy/plan appropriately signed and dated. <i>Upload S1.2d: internal Fair Chance comms strategy/plan document or similar.</i>
S1.2e	Execute internal communications strategy/plan.	Staff and other stakeholders understand Fair Chance culture and what it will entail.	Examples of internal comms interventions related to adoption of Fair Chance culture. <i>Upload S1.2e: at least 3 examples of internal comms collateral as a merged PDF.</i>

Module 3: Awareness of Disclosure and Risk			
S1.3a	Clarify the role of Criminal Record checks/disclosure in your recruitment documents and communication.	Role of Criminal Record Checks/disclosure in recruitment documents and communications clearly identified.	Copy of document/decision regarding the identification of the role of Criminal Records Checks or personal disclosures in recruitment documents and communications. <i>Upload S1.3a Document signed by PRIE confirming company policy.</i>
S1.3b	Ensure that the role of disclosure in your recruitment process is explained to candidates.	Evidence explanation of the role of disclosure available to candidates.	Show documentation that explains the role of disclosure/Criminal Record checks (as appropriate to the role) to candidates. <i>Upload S1.3b: Example of a recruitment page which features a link to the place where candidates can read and understand your policy.</i>

Fair Chance Standard 2 - Adopter (Bronze): POLICIES AND PROCEDURES

Elements	Evidence	Assessment (for example):
Module 1: Rehabilitation of Offenders		
S2.1a	PRIE understands what elements of a criminal record can/cannot be taken into account for recruitment and which kinds of roles are/are not exempt.	Evidence that research on Rehabilitation of Offenders legislation has been undertaken. Confirmation that Rehabilitation of Offenders legislation and its application in your part of the UK has been studied and understood by the PRIE. <i>Upload S2.1a: Bronze confirmation form with PRIE signature, PLUS example of a document which shows how this has been applied (to show your understanding of the law as it applies to your organisation).</i>
Module 2: Criminal Record Checks and Data Protection		
S2.2a	Understand eligibility and appropriate tiers within relevant UK Criminal Records Code Of Practice.	Evidence that research on current relevant UK Criminal Record Checks has been undertaken. Confirmation that current relevant UK Criminal Record checks information has been studied and understood. <i>Upload S2.2a: Confirmation statement with PRIE signature.</i>
S2.2b	Ensure that Criminal Record Checks are only conducted lawfully.	Evidence of the adoption of lawfully conducted Criminal Record Checks. Copy of statement to confirm that Criminal Record Checks are lawfully conducted. <i>Upload S2.2b: Confirmation statement with PRIE signature.</i>
S2.2c	Understand how the Data Protection Act informs policy on disclosure, how data is managed and who is informed.	Evidence that research on current Data Protection Act has been undertaken. Confirmation that current Data Protection Act has been accessed and understood.
S2.2d	Address gaps and amend policies in line with Data Protection Act guidelines.	Evidence that gaps have been addressed/amended. Copies of reviewed policies with start and review dates.

* The assessment column provides examples of how you COULD evidence each assessment criterion. Feel free to offer alternative evidence of your achievement for our consideration.

Fair Chance Standard 3 - Believer (Silver): PRACTICE

Elements	Evidence	Assessment (for example)*	
Module 1: Embed a Fair Chance culture			
S3.1a	Ensure Fair Chance Fundamentals are strategically rooted in organisation.	Fair Chance Fundamentals are easily identified/recognised at organisational level.	Each of the 3 Fair Chance Fundamentals are easily identified / recognised at organisational level. <i>Upload: S3.1a: Show at least 2 up to date examples of establishing a Fair Chance culture (see Bronze); evidence to prove impact may be qualitative or quantitative - staff survey, EDI survey etc.</i>
Module 2: Put the right policies in place			
S3.2a	Ensure that all key policies are in line with/include Fair Chance Hiring: Fundamentals, Principles and Practices.	Policies with start and review dates.	Key policies are in line with Fair Chance Hiring: Fundamentals, Principles and Practices. <i>Upload: S3.2a Copy of key policy schedules, if available, or a statement of compliance for the 5 areas. Policy schedules should contain start and review dates.</i>
S3.2b	Review and amend any (HR) internal policies and practices regarding career progression to ensure there are no barriers to people with criminal records.	HR internal policies and practices are reviewed/amended for barriers regarding career progression.	Internal policies and practices have been reviewed to remove barriers to people with criminal records being recruited and progressed, if applicable. <i>Upload: 3.2b: Show 2 examples where it is clear that the policy or practice has been reviewed and amended (where appropriate) for unintended barriers regarding career progression.</i>
S3.2c	Decide when to ask (if at all) about Criminal Records within your recruitment process.	Evidence that stakeholders have been consulted and a decision reached.	Provide evidence of the decision taken. <i>Upload: S.3c: Show documents where decision regarding asking about Criminal Records has been discussed and agreed - with review date.</i>
S3.2d	Ensure that any policies and/or procedures that include disclosure information are reviewed at least annually. They must take account of the complexities and nuances of individual disclosures.	Complexities and nuances of disclosure at work are reflected in relevant documents and communications. Evidence of annual policy review intention.	Relevant documents and communications reflect the complexities and nuances of disclosure and are reviewed regularly. <i>Upload: 3.2d: Provide 2 examples of policies that reflect the complexities and nuances of disclosure. Show that all relevant policies include a review date at least annually.</i>
Module 3: Risk assess your roles			
S3.3a	Understand the purpose and practicalities of unbiased role risk assessment.	Unbiased recruitment risk assessments carried out on a case by case basis.	Show that unbiased recruitment risk assessments are carried out on a case-by-case basis. <i>Upload: S3.3a: Show directive/guidance issued to consider recruitment decisions on a case by case basis, informed by unbiased risk management.</i>
S3.3b	Identify and justify for which roles (if any) you wish/need to consider spent and/or unspent convictions, taking into account specific regulatory and/or legislative requirements.	Roles are clearly identified. Unbiased recruitment risk assessments carried out on a case by case basis.	If applicable, show 2 examples where roles for which you have accounted for risk are clearly identified with reasons - or justify 2 examples where you ruled out the need for a disclosure. <i>Upload 3.3b: Show 2 examples where roles for which you have accounted for risk are clearly identified with reasons - or justify 2 examples where you ruled out the need for a disclosure.</i>

Module 4: Train your employees on Fair Chance hiring			
S3.4a	Train hiring managers to understand Quality Assurance processes in relation to people with criminal records.	Hiring managers understand Quality Assurance processes in relation to people with convictions.	Hiring managers understand Quality Assurance processes in relation to people with criminal records. <i>Upload 3.4a: Show evidence that training has been delivered and at least 2 examples of knowledge transfer within it, when completed.</i>
S3.4b	Ensure that staff understand how the organisation manages disclosures at work.	Staff are able to describe how disclosure at work is managed.	Staff are able to describe how disclosure at work is managed. <i>Upload: S3.4b: Sample of 2 staff (involved in recruitment) who are able to describe how disclosure at work is managed.</i>
S3.4c	Train managers to address specific onboarding needs, including licence conditions, area prohibitions and probation supervision (for Fair Chance candidates still on licence or subject to specific long-term restrictions.)	Managers can address specific onboarding needs.	Managers can address specific onboarding needs for applicants under 'supervision'. <i>Upload S3.4c: Show training and 2 examples of knowledge check within it, when completed, including anonymised feedback notes if applicable .</i>
S3.4d	Train interviewers in unbiased interview practices and candidate feedback (if a disclosure results in rejection).	Interviewers use unbiased interview practices.	Managers use unbiased interview practices and candidate feedback techniques. <i>Upload S3.4d: Show training and two examples of knowledge check within it, when completed, including anonymised feedback notes if applicable.</i>
Module 5: Advertise your vacancies			
S3.5a	Place at least 5% of your vacancies on the Fair Chance Job Board.	At least 5% of organisation's vacancies are on the Fair Chance Job Board.	At least 5% of your organisation's vacancies are listed on the Fair Chance Job Board. <i>Upload: 3.5a: Show at least 5% of Jobs on Fair Chance Job Board.</i>

*** The assessment column provides examples of how you COULD evidence each assessment criterion. Feel free to offer alternative evidence of your achievement for our consideration.**

Fair Chance Standard 4 - Champion (Gold): CORE

Elements	Evidence	Assessment (for example):
Module 1: Advocate for a Fair Chance culture		
S4.1a	Execute an external comms plan that regularly celebrates Fair Chance culture in your organisation. Promote your membership of the Alliance and your Silver Award within your corporate communications.	Social media, articles or similar - at least two per year, that promote the Alliance, your Silver Award and your journey towards becoming/being Gold-tier members.
Module 2: Practice a Fair Chance culture		
S4.2a	Create a context in which staff with personal concerns regarding crime can share these in confidence.	A place/time/person is clearly identified for team members to share and address concerns about crime.
S4.2b	Do not ask candidates to disclose their criminal record on their application form. Clearly explain any category of offence that you will not consider in the job advert and recruitment materials.	Criminal record declaration is removed from recruitment application form.

Fair Chance Standard 4 - Champion (Gold): OPTIONAL - you must choose at least 1

Elements	Evidence	Assessment (for example):
Module 3: Leadership		
S4.3a	Explore alternative opportunities for candidates who are inappropriate for the role that they applied for due to their disclosure content.	Alternative opportunities for candidates who are inappropriate for the role that they applied for, due to disclosure content, are explored.
S4.3b	Establish one training opportunity OR one work experience opportunity OR one entry-level opportunity to specifically attract a Fair Chance candidate.	One training opportunity OR one work experience opportunity OR one entry-level opportunity exists to specifically attract a Fair Chance candidate.
S4.3c	Host or contribute to at least one event to share Fair Chance practice.	One event is hosted or contributed to share your Fair Chance practice.
S4.3d	Establish at least one partnership with a community third party to provide support to potential candidates.	Community third party empowers potential candidates to apply to organisations following required support measures e.g. CV writing.
S4.3e	Provide specific training or support to at least one other organisation or community that is an FCBA member.	You have supported at least one other organisation or community that is an FCBA member.
S4.3f	Advocate for and share your corporate Fair Chance journey with at least one other employer.	Working with at least one other employer to advocate for and share corporate Fair Chance journey.
S4.3g	Create an Employee Resource Group (or similar) for Fair Chance issues.	Organisation has an Employee Resource Group for Fair Chance issues.

S4.3h	Advocate for Fair Chance employment in at least one of your supply chains.	Working with at least one of your supply chains to advocate for Fair Chance employment.	Show evidence of working with one supply chain partner to advocate for Fair Chance employment.
S4.3i	Provide corporate sponsorship for at least one Not For Profit organisation that supports Fair Chance candidates or the Fair Chance Pledge .	One Not For Profit receives corporate sponsorship.	Show evidence that at least one third sector initiative has received corporate sponsorship from you.
S4.3j	Provide free or subsidised Fair Chance principle and practice training/mentoring to at least one SME employer.	One SME employer receives free or subsidised principle and practice training/mentoring.	Show evidence that at least one SME employer is or has received free or subsidised principle and practice training/mentoring from you.
S4.3k	Provide staff time to mentor at least 1 Fair Chance candidate, <i>ideally from another FCBA member</i> .	One or more staff members mentor at least one Fair Chance candidate.	Show evidence of at least one Fair Chance candidate being mentored by staff.
S4.3l	Establish a recruiting partnership with at least one prison or probation service.	At least one prison or probation service is in a recruiting partnership with you.	Show evidence that at least one prison or probation service is in a recruiting partnership with you.
S4.3m	Participate in one employment scheme with your local prison or probation service.	Your local prison or probation service is participating in at least one employment scheme with you.	Show evidence that your local prison or probation service is participating in one employment scheme with you.
S4.3n	Contribute to one prison or probation service training workshop.	Your organisation is contributing to one prison or probation service training workshop.	Show evidence that your organisation is contributing to one prison or probation service training workshop.

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