

3. Criminal record disclosure

1. Do you have any unspent criminal convictions?
2. Have you been a resident in a single country outside the UK continuously for 6 months or more within the last 5 years?

4. Royal Mail Security Checks Consent

1. Declaration document

Royal Mail Security Checks Consent

Royal Mail

Security Checks Consent Form

Adapted from V5 16.11.22

Royal Mail Group will undertake mandatory security checks on applicants in accordance with company policy, the Prevailing Data Protection Legislation, the Police Act

1997, the Rehabilitation of Offenders Act 1974, and the Good Friday Agreement.

I acknowledge that Royal Mail Group (RMG) will carry out an eligibility check and security checks, including a basic disclosure check through The Disclosure & Barring Service, Disclosure Scotland or Access Northern Ireland using the data supplied during this application; and these security checks may be audited by RMG or a third party that is approved by RMG (personal data will be exchanged electronically between this parties). A basic disclosure certificate will contain information about any unspent convictions held in your name or confirm that no such unspent convictions exist.

Further information on basic disclosures can be found at Disclosure & Barring Service, Disclosure Scotland and Access Northern Ireland

Any consent given will last for a period of twelve months from the date of this application.

Please follow the link below and review the list of offences which would be deemed as unacceptable to Royal Mail Group and therefore prevent us from taking your application further.

Criminal Convictions - List of Unacceptable (royalmailgroup.com)

Should any of the listed convictions be identified as part of the basic disclosure check, your certificate will be reviewed, and your offer of employment may be withdrawn.

Royal Mail Group has an ex-offender's policy, which is available on request by contacting hrsc.security.vetting@royalmail.com if required (please note this email address will only be able to respond to request for this policy).

***YES** I can confirm I am the person listed in this application and have provided complete and true information in support of the application, and I understand that knowingly making a false statement for this purpose is a criminal offence.

***YES** I consent for RMG to receive and open my basic disclosure certificate prior to me seeing it, for the purpose of assessing my application for employment and

other recruitment management purposes. Where applicable, I give consent for RMG to assess and retain a copy of my Overseas Criminal Record Check provided by me.

***YES** I have read the Basic DBS Check Privacy Policy for applicants <https://www.gov.uk/government/publications/basic-dbs-check-privacy-policy> and I understand how DBS will process my personal data.

***YES** I consent to the DBS providing an electronic result directly to the responsible organisation that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate does not contain criminal record information or to await certificate which will indicate that my certificate contains criminal record information. In some cases, the responsible organisation may provide this information directly to my employer prior to me receiving my certificate. I understand if I do not consent to an electronic result being issued to the responsible organisation submitting my application that I must not proceed with this application and I should apply directly to DBS Request a basic DBS check - GOV.UK (www.gov.uk) I understand that to withdraw my consent whilst my application is in progress, I must contact the DBS helpline 03000 200 190. My application will then be withdrawn.

***YES** Following the above statement, I understand that should I wish NOT to provide consent I will contact my employer to withdraw my application.

***YES** I acknowledge that a copy of my Basic Disclosure Certificate will be retained in line with RMG's retention guidelines or in my personnel file if deemed a requirement for the role under current CAA regulations. *UK Single Consolidated Direction, Chapter 11 (Recruitment & Training). Further information in relation to current CAA regulations can be found at: <https://www.caa.co.uk/Commercial-industry/Security/Regulation/Criminal-record-checks/>

Signed electronically by Candidate:

Signed on:

5. Royal Mail Personal Declaration

1. Declaration document

Royal Mail Personal Declaration P13

PERSONAL DECLARATION TO ROYAL MAIL GROUP (P13)

(Royal Mail Group Ltd and its associated companies)

You should read this document carefully and then sign your name to the declaration below.

Royal Mail Groups obligations

Royal Mail Group must ensure that letters, parcels and all other communications or items entrusted to it are delivered as addressed promptly and safely, and that the information in them reaches no one not entitled to it. To help Royal Mail Group provide this essential service to the community, there are important legal requirements which you must comply with. It is important for you to be aware of and understand those provisions, not only for your own sake but also in order that you should not, through any fault or omission on your part, enable or tempt others to break them.

Safety of Postal Packets

It is a criminal offence to steal, deliberately destroy or damage a letter, parcel, mailbag or any other postal packet in course of transmission by post. It is also an offence to open or delay (contrary to your duty) a letter, parcel, mailbag, or any other postal packet in course of transmission by post. Persons suspected of criminal offences will be subject to investigation which may lead to prosecution in the criminal courts. Serious penalties, including terms of imprisonment, are provided for such offences. Other misconduct which endangers the safety of a mailbag or postal packet may lead to termination of employment or engagement or contract with Royal Mail Group.

Preventing and Reporting Crime

You have a civil and contractual duty to report any suspicions that you have of criminal behaviour in others and Royal Mail is committed to recover the value of any loss caused by crime and the investigation/prosecution costs.

Criminal Offences

If you are charged with any criminal offence whilst employed or engaged by Royal Mail Group, you must immediately inform your supervisor of the details. Where a person engaged in Royal Mail business is involved in a criminal offence, the police have discretion to notify Royal Mail of convictions and may provide other relevant information.

Confidential Information

You must not whilst employed or contractually bound by Royal Mail Group or engaged in Royal Mail Group's business, nor after that employment or engagement ceases, disclose to any other person, firm or company, or publish or broadcast or use for your own benefit or for the benefit of a third party any confidential information relating in any way to the activities, operations or business methods of Royal Mail Group or its business partners, except as previously authorised in writing by or on behalf of Royal Mail Group. Any unauthorised disclosure may amount to a criminal offence.

Our Business Standards (or any standards that may replace this)

High standards of personal behaviour at work are expected of everybody who works for the company, as set out in the Royal Mail Group's Code of Business Standards.

You are expected to:

- Conduct yourself appropriately in line with Our Business Standards
- Operate within the law
- Adopt the guiding principles of Equality and Fairness Policy

All RMG employees and agency workers must inform your manager of any second job you have or intend to with another employer however this job must not be working for a competitor of Royal Mail Group. (This clause does not apply to Owner Drivers, Couriers or any designated drivers).

In addition, you should demonstrate efficiency and reliability, punctuality and good attendance, honesty and integrity and a smart and clean appearance.

Conduct which damages service to customers or the reputation or efficiency of the company is unacceptable, including for example, lateness, poor attendance, dishonesty, drunkenness, use of illegal substances or violent behaviour. Please remember that gambling is not permitted on duty or company premises, and that staff clubs can only exist if they comply with the company rules.

Photo ID

In signing this document, you agree that you understand that it is an absolute requirement for you to display or to be able to produce Royal Mail photographic identification, or in the case of contractors other agreed photographic identification, at all times that you are on duty or within Royal Mail premises.

Data Protection

Any person who handles information about identifiable living people whether processed electronically or manually may also commit an offence under the prevailing data protection legislation if he/she knowingly or recklessly handles personal data without

the consent of the data controller; procures or discloses the personal data of another person without the consent of the data controller; or retains personal data, after it has been obtained, without the consent of the person who was the controller when the data was obtained.

I have read and fully understand this document. I understand that it forms part of my contractual duty to adhere to all of the standards defined above.

I agree that a copy will be retained in my file.

If you are an agency worker or contractor, you agree that signing this form does not imply that you should be construed as an employee of Royal Mail Group and you accept and agree that you are not an employee of Royal Mail Group.

Signed electronically by Candidate:

Signed on: