

Extract of Code of Conduct

3.9 Disclosure of criminal convictions

At the beginning of your employment with SQA, you must disclose all criminal convictions which are not stipulated within the terms of the Rehabilitation of Offenders Act 1974.

You must also inform your line manager and an HR Advisor immediately if you are convicted of any criminal offence whilst employed by SQA. SQA will then decide whether the conviction has any bearing on your ability to do your job.

Concealment of any criminal conviction which may relate to your ability to do your job, may result in disciplinary action being taken against you, up to and including dismissal.

All information on criminal convictions may be verified by SQA and will be treated in strict confidence.