

# ATLANTIC EQUITIES

## Candidate Recruitment Notice

Thank you for your interest in working for Atlantic Equities Service Company Limited. Whilst your application progresses we would like to bring to your attention the following:

### Candidate Privacy Policy:

As part of the recruitment process, we will be collating information about you through receiving your Curriculum Vitae and any subsequent interviews. Therefore we would like to direct you to our Candidate Privacy Policy which can be found on our website at:

<https://www.atlantic-equities.com/>

### Screening Process:

As an entity subject to oversight by the Financial Conduct Authority ("FCA") in the United Kingdom, we are subject to certain regulatory requirements that are designed to protect our clients. If your application is successful it will be subject to you satisfying some important background checks. These will include a full credit check, employment, education, fitness & propriety questions and right to work checks.

In addition, a criminal record check applicable to the role for which you are being recruited will be undertaken. If the role requires you to be an FCA Approved Person, or from 9 December 2019, a Senior Manager or FCA Certified Staff, as defined by the FCA, a "standard" criminal check including details of any convictions, cautions, reprimands and warnings you have received, that do not qualify for specific protection, will be requested. Otherwise a "basic" check disclosing only unspent cautions, reprimands, warnings and convictions under the terms of the Rehabilitation of Offenders Act 1974 will be requested.

We undertake to treat all applicants for positions fairly and, when conducting a criminal record check, comply fully with the code of practice for the Disclosure and Barring Service (DBS), which can be found at <https://www.gov.uk/government/publications/dbs-code-of-practice>.

If any information which is unexpected, unusual or may impact your offer of employment or continued employment is found during the checking process we will speak with you directly to clarify this and to enable you to respond to or address the nature of the information.

Having a criminal record won't automatically prevent your continuing to be employed or employment and should a record show one the timing, seriousness of the conviction and how it relates to the role will be considered by us along with any other relevant information before any decision is made.

Further details can be provided on request.