



Paramount Executives – Ex-Offenders Policy

Purpose

This policy sets out the standards Paramount Executives expects from all staff, subcontracted operators and drivers. Our priority is the safety and security of our passengers, the public and our team.

General Principles

- We only employ or subcontract individuals we believe are safe, trustworthy and suitable to represent the company.
- All staff and drivers must maintain professional behaviour and comply with licensing rules at all times.
- We reserve the right to refuse employment or remove a driver from our system if they fail to meet the standards below.

Eligibility Requirements

1. Driving Record

- We will not employ or subcontract any driver who has ever been disqualified from driving.
- Applicants with multiple driving offences, especially those involving careless or dangerous driving, may not be accepted.

2. Criminal Convictions

- We will not employ any applicant with unspent convictions involving:
 - Violence
 - Sexual offences
 - Dishonesty or fraud
 - Drug-related offences
- Any applicant with recent convictions of any type may be rejected depending on the nature and severity of the offence.

3. Licensing Requirements

- All drivers must hold a valid Private Hire or Hackney Carriage licence from a UK local authority.
- Subcontracted operators must be appropriately licensed and compliant with their local licensing rules.



4. Ongoing Checks

- Drivers and staff must inform Paramount Executives immediately of any new convictions, cautions or driving penalties.
- We may carry out periodic checks or request updated documentation at any time.

Decision Making

- Each case will be assessed fairly, taking into account the type of offence, how long ago it occurred and whether it is relevant to the work.
- Paramount Executives always prioritises passenger safety when making decisions.

Review

- This policy is reviewed annually or sooner if required by changes in legislation or licensing conditions.

Signed:

Paramount Executives

Date: _____ 20/11/2025 _____