STANDARD OPERATING PROCEDURES:
OFFICE OF THE BEDFORDSHIRE POLICE AND CRIME COMMISSIONER

Title	Equality Policy
Area of Compliance	Human Resources
SRR Ref. No.	PCC - SR8
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Version No.	1.0
Senior Lead	Chief Executive
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Revision History

Date	Revision	Change	Section	Review Date
October 2015	1.0	New Document		October 2016

1. Purpose

1.1 The purpose of this document is to ensure the Office of the Police and Crime Commissioner (OOPC) is committed to being a non-discriminatory workplace, where all employees have equity in employment and where advancement is based upon knowledge, experience, competency and performance. This policy supports that commitment.

1.2 By adhering to this document the OPPC will be compliant with the Equality act 2010 which became law in 2010 has added significant impetus for all organisations to have a clear statement of their Equality Policy in relation to equal opportunities and diversity in the workplace.

2. Background

2.1 Legislation

- Equality Act 2010
- Civil Partnership Act 2004
- Gender Recognition Act 2004

- Human Rights Act 1998
- Police and Justice Act 2006
- Rehabilitation of Offenders Act 1974

2.2 Police and Crime Plan –

COMMITMENT 15: I re-affirm the commitment contained in the Force 2014-19 Five Year Plan that by the end of this period the workforce will be more representative of our communities, particularly the proportion of officers from visible black and minority ethnic backgrounds.

2.3 The OPPC aims to promote equality of opportunity to all police staff, officers, volunteers and applicants to the force. It is the umbrella policy for our employment procedures, which outline our commitment to equality of opportunity in relation to:

- Recruitment, selection and promotion
- Developing and retaining staff
- Grievance resolution through Fairness at Work
- Dignity at work
- Personal Development Reviews (PDRs)
- Employment Monitoring
- Reward and Recognition

2.4 To support the Equality Act 2010 - Any form of discrimination, harassment and victimisation related to the following protected characteristics will not be tolerated:

- Age
- Disability
- Gender Reassignment
- Marital or Civil Partner status
- Pregnancy and Maternity
- Race, Ethnicity or Colour
- Nationality or National Origin
- Religion or Belief
- Sex/Gender
- Sexual Orientation

2.5 As an employer we aim to ensure that we promote a workplace culture whereby all staff and volunteers feel valued, respected and where nobody carries out their role in fear of prejudice, discrimination, bullying or harassment. We recognise that harassment can take many forms, not all of which are overt. The important factor is how the situation is perceived by the victim or any other person, not whether the situation is intended to cause offence. Any reported cases of harassment within the OPPC will be dealt with promptly and sensitively, using the appropriate procedures. Where an individual feels they may have experienced discrimination, this will be investigated fairly and sensitively. The OPPC aims for all staff and volunteers to feel comfortable at work and to be treated with dignity and respect.

3. Affected persons

3.1 This policy applies to all staff whether employed full-time or part-time, fixed term, permanent, seconded or on a temporary basis by the OPPC and applicants to the Force.

3.2 The Equality policy seeks to ensure no job applicant or member of the OPCC receives less favourable treatment on the grounds of their protected characteristic.

4. Strategic Risk Register

4.1 The Equality Policy will be monitored within the Strategic Risk Register to ensure full adherence to the policy at all times.

5. Policy

5.1 The OPPC will:

- Take a zero tolerance approach to all forms of discrimination against the protected characteristics.
- Provide an environment where all staff are shown respect and consideration whilst they perform their duties, and in which the dignity of each and every individual is valued and maintained
- Show commitment to the development and promotion of a positive workplace culture that is free from any discrimination.

6. Responsibilities

6.1 Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Business and Compliance Manager. Managers will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

6.2 Responsibilities of Staff - Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform their manager if they become aware of any discriminatory practice.

7. Review

7.1 The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Business and Compliance Manager

Bedfordshire Police & Crime Commissioner

Appendix 1

Our Equality Policy Statement

1. The OPPC recognises that discrimination and victimisation is unacceptable and that it is in the interests of the OPPC and its employees to utilise the skills of the total workforce. It is the aim of the OPPC to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).

2. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.

4. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

5. Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Company's goods and services.

6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.