

**PROTECTIVELY MARKED**

**OFFICE OF NORTHAMPTONSHIRE POLICE AND CRIME COMMISSIONER**

**EQUALITY & DIVERSITY POLICY**

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## **1. POLICY STATEMENT**

The Office of the Police and Crime Commissioner is committed to eliminating discrimination and champion diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels valued and respected and able to give of their best.

We aim to deliver fair and non-discriminatory services irrespective of a person's age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race (including ethnic origin, colour, nationality and national origin), religion or belief (including philosophical belief), sex or sexual orientation. These are known as protected characteristics. We oppose all forms of unlawful and unfair discrimination.

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 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.

We want to create a culture that recognises and respects both individual and group differences. Our values and behaviours will reinforce our intention to treat our staff and members of the community with dignity and respect.

We have a legal obligation to provide a harassment free environment and will not tolerate or accept any form of harassment or bullying, either within the workplace or in the context of our work with communities.

We will uphold and respect the right of all staff to practice their religious beliefs. We will seek to ensure that where staff have particular religious needs all reasonable steps will be taken to accommodate them.

## **2. RESPONSIBILITIES OF MANAGEMENT**

It is the responsibility of managers to attempt, wherever possible, to resolve workplace issues relating to harassment, bullying and discrimination through healthy dialogue.

Managers are expected to:

- Challenge inappropriate behaviour, and where appropriate initiate formal processes.
- Recognise and appreciate the differences amongst their staff.
- Articulate to all employees the standards expected in terms of equality and diversity.
- Ensure that employees' strengths and development needs are acknowledged and acted upon.
- Ensure that no employee is subject to harassment, discrimination or bullying.
- Ensure that all employees treat each other with dignity and respect and do not harass, bully or discriminate against a colleague or member of the community.
- Support any of their employees who are subject to harassment, discrimination or bullying.
- Promote and support the Equality and Diversity Policy in their words and behaviours.

## **3. RESPONSIBILITIES OF EMPLOYEES**

Every employee has a responsibility in supporting this policy and ensuring that we have a working environment where the dignity of our colleagues is respected. In particular, all employees should:

- Familiarise themselves with and understand the policy and what equality and diversity means for the Office of Northamptonshire Police and Crime Commissioner.
- Take personal responsibility in understanding and valuing the differences in their colleagues, partner agencies and the communities they serve.
- Ensure that they adhere to the general duty to foster good relations between different groups, advance equality of opportunity and eliminate discrimination and harassment in accordance with legislative requirements.
- Ensure that they do not subject any colleagues to harassment, bullying or discrimination.
- Challenge any inappropriate behaviour, which is observed.
- Recognise and appreciate the value of working with diverse colleagues.
- Take responsibility for their particular part in delivering a service to the wider community which is fair, sensitive and non-discriminatory.

## **4. GRIEVANCE PROCEDURE**

Employees have a right to ask questions about how they are treated and the Grievance Procedure allows an individual to have their concerns examined promptly, fairly and impartially.

The purpose of the Grievance Procedure is not to establish guilt or provide punishment but to find a resolution so that all parties can work together effectively in the future for the benefit of the communities we serve.

The Grievance Procedure is intended to deal with a wide range of issues including claims of harassment, bullying, discrimination, and the unfair interpretation of policies and procedures. Managers are expected to make every effort to find a resolution through early intervention and healthy dialogue before a grievance claim is instigated.

## **5. STANDARDS OF CONDUCT AND BEHAVIOUR**

We expect every employee to embrace the values of equality and diversity whenever they interact with the public and other employees. We aim to increase and sustain the trust and confidence of all our communities through respecting and valuing their differences and we will take appropriate action through our disciplinary procedures in relation to any conduct or behaviour falling below that standard we expect.

## **6. TRAINING**

Equality and Diversity is placed at the core of our activities and we will ensure that all employees understand our policy and their role and responsibilities in promoting equality and diversity. Specific training will also be provided to managers involved in recruitment and selection.

## **7. EQUALITY & DIVERSITY ACTION PLAN**

We will develop and Equality and Diversity Action plan to promote and develop our approach to Equality and Diversity, and will monitor this plan on a regular basis and review it annually.

## **8. MONITORING AND REVIEW**

We are committed to developing, implementing and reviewing equality and diversity in our organisation. Effective record keeping and monitoring, and then acting on information gathered, are essential in order to measure effectiveness and plan progress.

We will monitor the actions in the equality and diversity action plan as part of our performance management framework.

We will review the policy annually or earlier if there are changes to equality legislation

3 June 2014