Equality, Inclusion and Integrity Policy
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1. POLICY AIM

1.1 Bedfordshire, Cambridgeshire and Hertfordshire police forces (hereafter known as BCH) are committed to meeting their legal and moral obligations to promote equality of opportunity, eliminate discrimination, harassment and victimisation and promote good relations. We will strive to ensure all staff have equity in employment where advancement is based upon knowledge, experience, competency and performance. This policy supports that commitment.

2. ELIGIBILITY

2.1 Inclusions

This policy applies to all staff whether engaged on a permanent, temporary, full time, part time, fixed term, or seconded basis by BCH. This also includes those who are on a casual, consultancy, contracted or voluntary basis.

2.2 Exclusions

There are no exclusions to this policy.

3. THE POLICY

3.1 Our commitment to Equality, Inclusion and Integrity.

3.1.1 The Equality, Inclusion and Integrity policy is an umbrella policy for our employment procedures, which outlines our commitment to equality of opportunity in relation to:

- Employment
- Recruitment, selection and promotion
- Developing, training and retaining staff
- Grievance resolution through Fairness at Work
- Dignity at Work
- Personal Development
- Employment Monitoring
- Disciplinary and unsatisfactory performance

3.1.2 Any form of discrimination, harassment and victimisation related to the following protected characteristics will not be tolerated:

- Age
- Disability
- Gender Identity
- Marital or Civil Partner status
- Pregnancy or Maternity
- Race, Ethnicity or Colour
- Nationality or National Origin
- Religion or Belief
- Sex/Gender
- Sexual Orientation
3.2 Our Commitment to Dignity at Work

3.2.1 Everyone has the right to be treated with dignity and respect at work. We aim to ensure that we promote a workplace culture whereby all officers, staff and volunteers feel valued and respected and where nobody carries out their role in fear of prejudice, discrimination, bullying, victimisation or harassment. We will investigate any reported cases of bullying, harassment or victimisation promptly and sensitively, using the appropriate procedures. When an individual feels they may have experienced discrimination, this will be investigated fairly and sensitively.

3.3 Our Commitment to the Code of Ethics and Standards of professional behaviour

3.3.1 The College of Policing Code of Ethics applies to everyone in the profession of policing. The Code sets out the principles and standards of behaviour that reflect the expectations that the organisation and public have of the behaviour of those working in policing.

3.3.2 To deliver against these standards everyone is responsible for their own professional behaviour and must act with fairness and impartiality. No one will discriminate unlawfully or unfairly. All staff are expected to:

- Show compassion and empathy as appropriate to people we come into contact with
- Treat people according to their needs
- Recognise that some people who come into contact with the police are vulnerable
- Take a proactive approach to opposing discrimination
- Act and make decisions on merit, without prejudice
- Consider the needs of the protected characteristic groupings
- Actively seek and use opportunities to promote equality and inclusion

3.3.3 We will work to promote a complete understanding of the Code of Ethics.

3.4 How we will promote Equality, Inclusion and Integrity

3.4.1 In order to ensure we are effectively working towards the implementation of the aims of this policy BCH will:

- Publish and implement their Equality Objectives and actions, outlining how BCH will endeavour to improve equality and inclusion performance. We will ensure these actions are monitored and reviewed.
- Embed equality, inclusion and integrity into the planning processes of BCH police forces.
- Ensure officers, staff and volunteers receive adequate equality, inclusion and integrity training.
• Embed our Equality Impact Assessment programme into the culture of the constabularies to ensure any adverse impacts that our policies and functions could have on particular groups will be removed or reduced where they cannot be shown to be unavoidable.

• Publish our Equality Impact Assessments with each policy on the BCH policy library.

• Work to ensure all information, services and events are accessible. We will reduce the barriers people may face due to disability or language, by arranging appropriate transcript materials, equipment, translation or interpretation when necessary.

• Carry out equality monitoring activities among job applicants, officers, staff and volunteers, in order to be aware of representation of all protected characteristics within BCH police forces and take action to overcome under-representation where needed.

• Carry out equality monitoring activities when we consult with the community in order to ensure that the views are representative of our communities and to understand the different views diverse groups of people may have.

• Aim to be inclusive when consulting.

• Ensure that all BCH recruitment and selection processes are conducted fairly and in accordance with this policy and other internal Recruitment and Selection policies.

• Show due regard for dependant and caring responsibilities within our employment practices.

• Monitor procurement activity to ensure statutory and equality duties relating to procurement are observed.

• When working with other agencies, we will ensure equality, inclusion, human rights and integrity are promoted and that all agencies understand the need to abide by equality legislation.

3.5 Policy responsibilities

3.5.1 All BCH officers, staff and volunteers are required to adhere to the Equality, Inclusion and Integrity policy and refrain from using discriminatory language or displaying discriminatory behaviour. The policy requires a genuine commitment from everyone within BCH. Appropriate action will be taken against those who do not comply with the policy.

3.5.2 If any member of the public feels they have not been treated in accordance with the policy, they can make a complaint via the contact pages of the BCH websites.

3.5.4 If any member of BCH feels they are subject to or witnesses behaviour not in accordance with this policy either directly or by association or perception, they should raise a grievance or ask to speak to a HR Manager in confidence. All such complaints or grievances will be dealt with appropriately and sensitively and nobody who has raised such a complaint will be victimised.
4. ASSOCIATED DOCUMENTATION

4.1 College of Policing Code of Ethics.

4.2 Legislation/ National Guidance

- 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

4.3 Communication

This policy will be made available through the internal tri force policy library and the HR microsite. It will be published via our external websites and will be available in hard copy, on request.

4.4 Further information

For further information about BCH equality work please contact the BCH HR Equality and Inclusion Manager.

5. WHO TO CONTACT ABOUT THIS POLICY

Questions regarding this policy should be referred to the Employee Relations Policy and Upskilling Manager.

6. EQUALITY IMPACT ASSESSMENT (EIA)

This policy has undergone a full Equality Impact Assessment (EIA).
6.1.1 EQUALITY IMPACT ASSESSMENT (EIA)

EQUALITY IMPACT ASSESSMENT

<table>
<thead>
<tr>
<th>Name of Sponsor</th>
<th>Sarah Gillham - Equality and Inclusion Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Author</td>
<td>Angela Hayward – Equality and Inclusion Advisor</td>
</tr>
<tr>
<td>Description of proposal being analysed</td>
<td>Bedfordshire, Cambridgeshire and Hertfordshire police forces Equality, Inclusion and Integrity policy.</td>
</tr>
<tr>
<td>Date EIA started</td>
<td>11/01/2016</td>
</tr>
<tr>
<td>Date EIA finished</td>
<td>01/10/2016</td>
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This Equality Impact Assessment is being undertaken as a result of:
- A new or updated policy or procedure.

STEP 1 – Relevance

The general duty is set out in section 149 of the Equality Act 2010. In summary, those subject to the Equality Duty must have DUE REGARD to the need to:
- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups.

Authors have a statutory requirement to have DUE REGARD to the relevant protected characteristics shown below, whilst taking a common sense approach:
- age
- disability
- gender reassignment
- marriage & civil partnership*
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

*marriage and civil partnership – the analysis applies only to the elimination of unlawful discrimination, harassment and victimisation.

Does this proposal have a direct impact on people who:

| a) are any part of the Police workforce (including volunteers)? | YES |
| b) reside in any part of England and Wales | YES |

If NO to both questions

*Explain why and give rational*

No Further Action and Return to Sponsor for Authorisation

If Yes to either question

Continue through to Step 2

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**STEP 2 – Consultation / Engagement**

You should engage with those people who have an interest in how you carry out your work generally, or in a particular proposal. This may include former, current and potential service users, staff, staff equality groups, trade unions, equality organisations and the wider community. In deciding who to engage, you should consider the nature of the proposal and the groups who are most likely to be affected by it.

The proposal owner (Sponsor/Author) must be satisfied that consultation / engagement will take place with the relevant business lead and stakeholders.

This **MUST** include engagement with the following relevant groups:

- Equality and Diversity Specialist
- Staff Associations
- Staff Support Groups
- Relevant community groups and members of the public

In addition, consider who else should you consult with internally and externally?

**Who might be affected?**

Does what you are considering further the aims of the general duty, to

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups.

Identify the risks and benefits where applicable, according to the different characteristics.

<table>
<thead>
<tr>
<th>Positive Impact or Benefits</th>
<th>Negative Impact or Risks</th>
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<tr>
<td><strong>Age (Consider elderly or young people)</strong></td>
<td>The Equality, Inclusion and Integrity policy seeks to ensure no job applicant or member of the BCH police forces receives less favourable treatment on the grounds of their protected characteristic. Police Officers and police staff will be able to</td>
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work in a non-discriminatory workplace in which all will have equity in employment and where advancement is based upon knowledge, experience, competency and performance.

| **Disability Groups** (Consider physical, sensory, cognitive, mental health issues or learning difficulties) | As above | No adverse impact identified |
| Gender Reassignment (Consider transgender, Transsexual, Intersex) | As above | No adverse impact identified |
| **Marriage & Civil Partnership** | As above | No adverse impact identified |
| **Pregnancy and Maternity** | As above | No adverse impact identified |
| **Race and Ethnic origin** – includes gypsies and travellers. (Consider language and cultural factors) | As above | No adverse impact identified |
| **Religious / Faith groups or Philosophical belief** (Consider practices of worship, religious or cultural observance including non belief) | As above | No adverse impact identified |
| **Sex (Male, Female)** | As above | No adverse impact identified |
| **Sexual orientation** (Consider known or perceived orientation, lesbian, gay or bisexual) | As above | No adverse impact identified |

**Positive Impact or Benefits** | **Negative Impact or Risks**
--- | ---
Have you considered how this decision might affect work life balance? (Consider caring issues re: childcare & disability, safeguarding issues, environmental issues, socio | As above | No adverse impact identified |
STEP 3 – Assessment
Complete the EIA by analysing the effect of your proposal and detail the outcomes.

What were the main findings from any consultation carried out?
What feedback has been received?

Using the information you have gathered and consultation that you have undertaken answer the following questions. This will help you to understand the effect on equality your proposal might have.

| Has the feedback indicated any problems that need to be addressed? | No |
| Describe and evidence any part of the proposal which could discriminate | It is not considered that the implementation of this policy will result in adverse impact or discrimination against different groups of people. |
| Can the adverse impact identified be justified as being appropriate and necessary? If so, state what the business case is: | N/A |
| Where impact and feedback identified, what, if anything can be done? | N/A |
| What outcome will be achieved that demonstrates a positive impact on people? | A visible policy applied consistently and fairly will help promote good relations, ensure the same access to equity in employment and eliminate discrimination and harassment. The application of this policy will ensure that employees are treated fairly and without discrimination regardless of their protected characteristic. |

STEP 4 - Monitoring and Review

Equality analysis is an ongoing process that does not end once a document has been produced.

What monitoring mechanisms do you have in place to assess the actual impact of your proposal? | HR will be advised of any complaints received and will maintain appropriate data on the level and frequency of incidents. Monitoring of the Fairness at Work process will identify any actual impact. We carry out monitoring activities on an
annual basis and our findings will be scrutinised and published in line with our public sector equality duties.

**Review Date:**
First review must be no later than one year.  
October 2017  
Subsequent reviews will be conducted bi-annually thereafter.  
Reviewed October 2017 – no changes made.

### STEP 5 - Sign Off

Once the Equality Impact Assessment is complete it should be signed off by the Proposal Sponsor. This sign off is confirmation that the analysis is accurate, proportionate and relevant and actions will be delivered as required.

Approved by Senior Officer / Proposal lead  
Having considered the potential or actual effect of this proposal on equality, our assessment demonstrates that the proposal is robust and the evidence of our screening shows no potential for unlawful discrimination. We have taken all appropriate opportunities to advance equality and foster good relations between groups.

Date: 01/10/2016  
Name: Sarah Gillham