

Diversity and Equality in Employment

Policy

Version 7

Greater Manchester Police

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1. Introduction and Background

Policy Statement

Greater Manchester Police (GMP) is committed to providing equal opportunities in employment. In line with our legal responsibilities we'll treat staff and applicants professionally, fairly and consistently. We won't tolerate discrimination in any form and we'll actively work to make sure our organisational culture encourages, supports and develops all staff to reach their potential.

We are committed to promoting the three aims of the Public Sector Equality Duties. Namely, to have due regard to the need to eliminate unlawful discrimination, to advance equality of opportunity and to foster good relations.

We positively value the different perspectives and skills that a diverse workforce brings to our organisation. If we reflect the communities we serve, this will help us to deliver a more effective police service.

We're committed to embracing diversity, which means acknowledging, appreciating, and respecting the differences between individuals and developing a workplace that enhances their value. We recognise that a diverse workforce brings a wide range of resources, skills, ideas and energy to GMP and helps us to realise our goal of being the most effective Police Force in the UK. We're committed to making sure that no group or person receives less favourable treatment because of their differences or their 'protected characteristics' such as:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership status
- Race, colour, nationality, ethnic or national origins
- Pregnancy or maternity
- Religion or belief
- Sex
- Sexual orientation

Diversity encompasses a multitude of areas including but not restricted to those defined in equality legislation as 'protected characteristics' (listed above). We're committed to being inclusive, open and fair. We'll aim to make the same opportunities, facilities, career prospects and training that are available to all staff.

Aims

The aims of this policy are to:

- Promote a positive working environment where all staff are treated with dignity and respect
- Remove/reduce barriers or obstacles, which make it disproportionately difficult for you to join, remain or progress in the organisation.
- Set out our commitment to equality and diversity in all areas of employment
- Explain which policies you can use if you consider there has been a breach of this policy

2. Scope

This policy applies to all aspects of employment for example; recruitment and selection, promotion, appraisal, training, terms and conditions of employment, grievance, disciplinary procedures, dismissals, resignations and redundancy.

The principles set out in this policy apply in the workplace and outside the workplace in a work related context such as when you're on a business trip or at a work related social event.

This policy applies to all Police Staff, Police Officers, Special Constabulary and Volunteers. Where we refer to 'staff' in this policy, it also applies to all of the above unless we say otherwise.

3. Terms and Definitions

Protected characteristics

There are nine protected characteristics defined by the Equality Act (2010): age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. These are the grounds upon which discrimination is unlawful.

Age

Refers to people of a particular age or those within a range of ages.

Disability

Equality legislation defines a disability as a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. Long term means that the condition has lasted or is likely to last for at least 12 months.

Gender reassignment or transition

A person who is proposing to undergo, is undergoing, or has undergone a process (or part of a process) to change their sex. Medical treatment is not required in order to be protected.

Marriage and civil partnership

Marriage describes two people who agree to a formal union to recognise their relationship by law. Same sex couples can have their relationships legally recognised as civil partnerships. Civil partners are treated the same as married couples on all legal matters.

Pregnancy and maternity

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth linked to maternity leave.

Race

Race refers to a group of people defined by their colour, nationality (including citizenship), ethnic or national origins.

Religion and belief

Religion means that you belong to an organised religion such as Christianity, Judaism or Islam. There is no list of 'agreed' religions however the religion must have a clear structure and belief system. Belief means any religious or philosophical belief that is genuinely held.

A lack of religion or belief is covered by equality legislation.

Sex

Refers to whether a person is male or female.

Sexual orientation

Refers to whether a person's sexual preference is towards people:

- of the opposite sex (heterosexual or straight)
- of their own sex (homosexual or a gay man or lesbian /gay woman)
- or either sexes (bisexual or 'bi')

Carer

A carer is someone, who without payment provides help and support to a partner, child, relative, friend or neighbour, who could not manage without their help. This could be due to age, physical or mental illness, addiction or disability. A carer is protected from discrimination or harassment happening because of their caring responsibilities. This is because carers are counted as being associated with someone who is already protected by the law because of their age or disability.

Stress

Stress is the adverse reaction people have to excessive pressure or other types of demand placed on them. Stress arises when people worry that they cannot cope. Stress itself is not a disability however stress may trigger other conditions, which may meet the legal definition of a disability.

4. Roles & Responsibilities

Responsibility of HR

The Head of HR is responsible for developing a Diversity and Equality Policy which supports equal opportunities and is consistent with our values. HR Branch will make staff aware of this policy by publishing this policy on the intranet and ensuring it's included in the staff/officer handbook.

HR will advise managers on the processes to be followed and support managers to comply with our duties under equality legislation. HR will consider GMP's Public Sector Equality Duties when advising managers, creating policy or managing change. HR will regularly review this policy.

HR may confidentiality monitor the diversity data of the workforce to check if the makeup of the workforce reflects the communities of Greater Manchester that we serve. Targets to improve representation may be set if necessary. Monitoring is a way of us checking that diverse staff are being treated equally. Following monitoring, we may consider if positive action measures are appropriate to address under representation. Any data will be in line with the Data Protection Act (2018) & GDPR.

Responsibility of Manager

Managers must not discriminate against staff, applicants, visitors or former staff as outlined in the Conduct section of this policy. Managers will treat staff fairly, and with respect and consideration. Managers will ensure the working environment is free from discrimination. Managers will respect and maintain confidentiality at all times. Managers will seek advice from Greater Manchester Shared Services (GMSS) when dealing with cases. Managers should ensure new staff complete the induction e-learning package including the Diversity Module and Knowledge Check.

Responsibility of Staff

All staff have a personal responsibility for the practical application of this policy. You must:-

- uphold the law regarding human rights and equality
- treat all colleagues and staff fairly and with respect
- treat all colleagues and staff impartially
- Not discriminate against others as outlined in the Conduct section of this policy.

If you are new to GMP, make sure you complete the induction e-learning package including the Diversity Module and Knowledge Check.

If you have a disability, intend to gender transition/reassign or would like to observe your religion at work you have specific responsibilities. Please refer to the Equality Procedures section for full details.

Speak to your manager if you have any concerns about equal opportunities. There may be legal consequences if you breach this policy and you could be held personally liable for any act of unlawful discrimination.

5. Principles

5.1 Conduct

You should act with fairness and impartially and not discriminate against other members of GMP because of their protected characteristics. Discrimination may take the following forms and is not permitted in GMP:

Direct discrimination means treating someone less favourably because of their protected characteristic. An example of this is paying someone less because of their sex

Discrimination by perception

This includes treating someone less favourably because you mistakenly believe that they have a protected characteristic. For example, you treat them less favourably because you perceive they are gay when in fact they aren't.

Associative discrimination

An individual can be discriminated against because they are associated with another person who has a protected characteristic. For example, they have a disabled child and take time off work to care for the child. Less favourable treatment because of this is known as 'associative discrimination' (on the grounds of disability).

Indirect discrimination means treating people in the same way but in a way which adversely affects those with a protected characteristic. For example, if we said there was a minimum height requirement for a job and height was not relevant. This is likely to adversely affect women (and some minority ethnic groups) as they are generally shorter than men.

Harassment is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. Harassment may also be of a sexual nature. More information is available in the *Bullying and Harassment Policy*.

Victimisation means to treat someone less favourably because they have asserted their right not to be discriminated against. For example; a disabled woman makes a formal complaint of disability discrimination against her manager and her manager later refuses to give her a reference because she claimed disability discrimination.

Appropriate Language

The language you use should not:

- Discriminate

- Cause offence or make colleagues feel uncomfortable
- Exclude colleagues
- Display prejudice
- Reinforce stereotypes

Use of language or terms that carry racist, sexist, homophobic or ageist overtones will not be tolerated. If you are unsure if a particular word is acceptable then you should use an alternative word that you know is acceptable. If you hear language that you find unacceptable we encourage you to:

- Discuss the matter with the individual
- Explain why you feel the language is unacceptable

Alternatively, discuss concerns with your manager or with those listed in the 'Support and advice' section of this policy.

Policy breaches

We take complaints about inappropriate language, unlawful discrimination, bullying, harassment and victimisation very seriously. Tell your manager as soon as possible if you have any issues or concerns regarding breaches to this policy (or any other policy). You can also submit a complaint using the Fairness at Work Policy. Your manager may be able to informally (stage 1) resolve the matter or advise you on the appropriateness of submitting a formal (stage 2) Fairness at Work complaint form (grievance).

Disciplinary action

Anyone who breaches this policy or the Bullying and Harassment Policy may be subject to misconduct or disciplinary procedures which could result in dismissal. Serious breaches of this policy and serious incidents of bullying and harassment may be treated as gross misconduct. Unwarranted allegations that are not made in good faith may also be considered as a disciplinary matter.

5.2 Support and advice

You should contact your line manager if you're concerned about breaches to this policy. Alternatively, you may wish to contact:

- Greater Manchester Shared Services (GMSS)
- Your Trade Union e.g. Unison
- Police Federation
- Superintendents' Association
- An appropriate Staff Support Network

who can advise you about the options that are available to you.

Staff Support Networks are independent groups set up by GMP staff, for GMP staff. The Networks are run by volunteers and work for the interests of their members. Networks can offer support to minority groups or individuals at work. We recognise the following Staff Support Networks:

- Black and Asian Support Network (BAPA)
- Christian Police Association (CPA)
- Disability Support Network (DSN)
- Jewish Police Association (JPA)
- Lesbian and Gay Staff Affiliation (LAGSA)
- Muslim Police Association (MPA)

Mediation

Mediation is a voluntary, confidential, structured meeting between two parties in conflict or a group in conflict. The meeting is led by a trained Mediator and is an opportunity to openly discuss issues affecting working relationships.

You can use the Workplace Mediation Scheme as a way to resolve conflict or rebuild damaged working relationships. Mediation enables you to directly address issues with a colleague or colleagues and helps you to agree the best way forward to resolve the problem.

6. Procedures

6.1 Equality Procedures

Disability and reasonable adjustments

If you consider that you have a disability, we encourage you to tell us about it. This is so we can offer you support and make reasonable adjustments. If you want to tell us you have a disability you can speak to your manager or complete a Disability Declaration Form. Once you tell your manager about your disability, they will meet with you to complete a Disability Needs Assessment. Your manager may ask you to provide evidence of your disability or it may be appropriate to refer you to the Occupational Health and Welfare Unit.

The Disability Needs Assessment enables us to jointly consider your condition and how it impacts on you at work. If you tell us you have a disability we'll consider making reasonable adjustments to any aspect of employment policies, practices or the working environment - this is so we can remove or reduce any barriers that may disadvantage you because of your disability.

Reasonable adjustments are a practical way to remove/reduce any disadvantages that you may face as a result of your disability. Dependant on your disability, we'll make appropriate adjustments that are reasonable. These will be based on the circumstances of your case, such as:

- Provide you with special equipment
- Revise your working hours or pattern
- Establish evacuation plans in the event of an emergency
- Adjust your targets
- Allow regular breaks
- Be flexible in applying our policies and procedures

Dependent on your situation, we may make changes to our standard procedures to allow you to compete on a level playing field with colleagues who don't have a disability. For example, in a recruitment interview situation, we may allow you extra time or give you the questions in advance of the interview.

The above list is not exhaustive. A varied and wide range of adjustments can be considered depending on your individual circumstances and the reasonableness of the adjustment. If the adjustments needed/requested cost money, you should contact *Access to Work*. *Access to Work* may contribute to the cost of adjustments.

As part of the Disability Needs Assessment Process, your line manager will want to discuss the support you may need and how to minimise the impact your disability has on the performance of your role. You should consider if or how your disability impacts on your performance at work. You should also consider what changes (adjustments) may help to remove/reduce any negative impact your disability has on your ability to get on at work.

If we agree to make reasonable adjustments, these aren't necessarily permanent and may be reviewed as appropriate. Your manager may agree a trial period to test out the effectiveness of adjustments on your performance. What is agreed as reasonable at a particular point in time may change depending on factors such as:

- Practicality of providing adjustments
- Cost of providing adjustments (have you contacted *Access to Work* for financial assistance?)
- Effectiveness of adjustments in removing the detriment caused by your disability
- Disruption to service or colleagues

It may be necessary to review the adjustments if:

- Your condition changes
- Your role or duties change
- Your work environment changes
- Your manager questions whether it is still reasonable to make the adjustments
- You or your manager question whether the adjustment is effective in removing the negative impact caused by your disability

If your manager is unable to agree/support certain adjustments they will explain their reasons to you and discuss alternatives. Your manager may not agree to adjustments if they:

- Fail to remove the detriment caused by the disability
- Compromise service delivery
- Place unreasonable demands on your colleagues
- Leave you without work to do for large periods of the day/week
- Compromise our health and safety obligations
- Are impractical
- Have significant and disproportionate finance or resource implications

If you and your manager are unable to agree on adjustments (that you both see as reasonable) then the Reviewing Reasonable Adjustments Form/process can be used. Your manager may seek HR support in these circumstances via GMSS.

For information on Disability Related Leave (for planned absences) please refer to the [Taking Time Off Policy](#).

We won't treat you less favourably because you are 'associated with' a disabled person. For example, if you are a 'carer' and care for a disabled dependant or family member. However, we are not required to provide reasonable adjustments because of your association with a disabled person.

If you have a mental health condition, your manager will discuss if it is appropriate to conduct a Stress Risk Assessment.

Gender reassignment or transition

We will not treat you less favourably than your colleagues if you:

- intend to undergo gender reassignment/transition
- are undergoing gender reassignment/transition
- have undergone gender reassignment/transition

If you've decided to undergo gender transition you should speak to your manager as soon as possible. Your manager is committed to supporting you during the transition. When you meet your manager they will complete a template document called a *Transition Discussion Diary*. This will document discussions and actions that relate to your transition. You'll discuss your transition plans as well as:

- Anticipated timeframes i.e. transition date, treatment/medical procedures schedule (if known)
- Time off and absences
- Welfare needs
- Support required
- Confidentiality and use/purpose of the *Release Form*
- Use of facilities
- Duties, job role and possible adjustments required
- Uniform and dress standards
- Communicating news to colleagues, partners & wider team members
- Expectations/needs on the transition date and beyond
- Management and HR responsibilities leading up to the transition date and beyond

There is no formal process for managing gender reassignment. Each case is different and will be managed in liaison with you.

You may want to consider using the *Information Release Form* which allows your manager to disclose your intention to transition to agreed/pre identified people such as a HR Case worker or your Borough Commander or Branch Head. This is a voluntary form and is designed to allow your manager to get on with their responsibilities relating to your transition without having to ask permission each time the need arises to disclose information. You can discuss if you'd like to use this form or if you want to be contacted on each occasion during your meeting.

We'll allow you to take reasonable time off work to attend medical appointments. However, where possible, please try and arrange medical appointments outside of your normal working hours. We'll record planned absences relating to gender reassignment/transition as 'special leave' (with the reason left blank). This is so we don't disclose your transition to third parties, during or following gender transition. Reasonable absences relating to gender reassignment/transition will be discounted under attendance management procedures.

Religion or belief – time off & uniform and dress standards

Wherever possible, we'll try to accommodate a time off request that is for religious reasons. Speak to your manager if you would like to request time off during the working day to pray. Some GMP buildings will have a prayer or multi faith room for you to use. However not all buildings are able to provide a dedicated room for prayers. We may be able to identify a suitable location on an appointment basis without any disruption to business.

If your religion requires that you don't work on specific days, speak to your manager in good time as Holy Days (days recognised by your religion) may be viewed as a normal working day. We'll try to make arrangements to allow you to be absent. However, operational needs may mean there may be occasions where we can't allow time off.

We support staff observing their faith at work through their dress but we have a responsibility to always consider health and safety implications. Wherever possible we'll consider and support requests to vary the uniform standards for a reason relating to your religion or faith. For example, if you are:

- An operational Muslim female you may wear hijab with special fastenings
- A Jewish male you may wear a skullcap underneath the custodial helmet

Please see the Diversity in Dress section of Uniform Policy and Dress Standards for more information on people pages.

Flexible working & working hours

We'll make decisions about working hours, flexible working and time off on a case-by-case basis. We'll consider the reasons for your application and the impact that granting your request would have on our core business. We won't refuse a request for flexible working because of your protected characteristic(s). Please see the *Flexible Working Policy* for more information.

Pregnancy and maternity

We have separate policies and procedures which cover Maternity Leave that can be found on people pages.

6.2 Equality Impact on other aspects of employment

Fairness at Work (Grievance)

If you bring a grievance in good faith (or assist a colleague to do so) under this policy or another, you won't be suffer any adverse treatment for exercising your right. If your protected characteristic makes it difficult for you attend Fairness at Work (Grievance) meetings or participate in the process we'll consider making adjustments to enable you to raise your complaint. Please tell your Grievance/Appeal manager if you have any issues and where possible they will be flexible.

Terms of employment, pay and benefits

Terms and conditions of employment including pay and benefits are determined without reference to your protected characteristic(s). When considering terms and conditions of employment we will ensure that no staff are indirectly discriminated against.

Recruitment, promotion and positive action

We'll make recruitment and promotion decisions based on the candidate who is most qualified and suitable for the job. This means we'll select the person based on whether they have the skills, experience, qualifications and knowledge determined by the job description and the person specification.

Occasionally, we may encourage applicants from certain groups if the role requires it or if certain groups are underrepresented. This is known as taking 'positive action.' Even if we encourage applicants with particular protected characteristic(s) we will still appoint based on merit and suitability for the job.

If you're a disabled candidate and you meet all of the essential criteria, we guarantee to invite you for an interview.

Redundancy

We won't select staff for redundancy based on their protected characteristic(s). If we have to select staff for redundancy we'll ensure we number of separate criteria to reduce the risk of a discriminatory impact. Please see the [Redundancy Policy](#) and or [Redeployment Procedure](#) for more information.

Retirement

We have separate policies and procedures which cover Retirement.

Police Staff Retirement: We won't make any assumptions about your retirement plans because of your age. You should discuss any retirement plans with your manager as this isn't usually something your line manager will raise with you. We'll continue to invest in your

development irrespective of your age. You can discuss training needs with your manager during monthly one-to-one meetings or in your performance appraisal.

Police Officer Retirement: Police Officer retirements are governed by the Police Pension Regulations 1987; subsequently updated by the Home Office circular 30/2006. Please see separate guidance for full information.

Training and development

Irrespective of your protected characteristic, everyone will have the same access to training and development opportunities. If your protected characteristic(s) means you'll struggle to attend a training course, on a case by case basis, we'll consider offering training in a flexible way. For example:

- Varying start or end times
- Reviewing the location
- Considering the day of the week
- Changing the delivery style

We'll share this policy with external trainers so our expectations are known. Where appropriate, we'll embed equality and diversity themes into mainstream training that we deliver.

7. Associated Documents

GMP Policies:

- Bullying and Harassment Policy
- [Flexible Working Policy](#)
- Fairness at Work Policy Maternity Policy
- [Redundancy Policy](#)
- [Redeployment Procedure](#)
- Retirement Policy (Police Officer)
- [Retirement Policy \(Police Staff\)](#)
- [Taking Time Off Policy](#)
- Uniform Policy and Dress Standards
- Workplace Mediation Scheme

GMP Toolkits/guidance

- Disability Management Toolkit
- Gender Reassignment / Transition Management Toolkit
- Religion at Work Management Toolkit
- Access to Work Guidance

GMP Forms:

- Disability Declaration Form
- Disability Needs Assessment Form
- Reviewing Reasonable Adjustments Form
- Information Release Form (Gender Reassignment)

Legislation:

- Data Protection Act 2018
- GDPR
- Equality Act 2010

- Gender Recognition Act 2004

8. Statutory Compliance

8.1 Freedom of Information Act (2000), Data Protection Act (2018) & GDPR

The policy and procedures are compliant with the Acts.

8.2 Equality Act 2010

This policy is written with the intention of having a positive effect on diversity and equality and is compliant with the Act. The main intentions of this policy are to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the 2010 Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

9. Appendices

None