



Rehabilitation and
Retraining Trust

The Police Rehabilitation and Retraining Trust

Equal Opportunities Policy

3.0 EQUAL OPPORTUNITIES POLICY

1. Policy Statement

- 1.1 The aim of this policy is to communicate the commitment of the Chief Executive, Board of Directors and senior management team to the promotion of equality of opportunity in the Police Rehabilitation and Retraining Trust (PRRT).
- 1.2 It is PRRT's policy to create an inclusive environment and to provide equality of opportunity in employment to all persons. The Trust will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, selection for redundancy and dismissal.
- 1.3 The Trust will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to race, colour, ethnic origin, nationality, national origin, religious belief or political opinion, sex, pregnancy or maternity, sexual orientation, gender reassignment, age, marriage and civil partnership or disability. In this Policy these are known as the "protected characteristics". The Trust will appoint, train, develop and promote on the basis of merit and ability alone.
- 1.4 The Trust will also take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free of harassment based upon an employee's race, colour, ethnic origin, nationality, national origin, religion or belief, sex, pregnancy or maternity, sexual orientation, gender reassignment, age, marital or civil partnership status or disability. The Trust will not condone any form of harassment, whether engaged in by employees or by outside third parties who do business with the Trust.

2. Scope of the Policy

2.1 The Policy applies to all:

- Job applicants and potential applicants;
- Employees;
- Board Members;
- Agency Workers;
- Contract Workers;
- Former employees

3. Equality Commitments

3.1 We are committed to:

- Promoting Equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Fulfilling all our legal obligations under the equality legislations and associated codes of practice
- Complying with our own equal opportunities policy and associated policies;

- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

4 Implementation

- 4.1 The Chief Executive Officer has specific responsibility for the effective implementation of this policy.
- 4.2 Managers have a responsibility to set the standards of acceptable behaviour expected of staff and so must act with fairness and equity. All managers are responsible for implementing fair, non-discriminatory practices within their teams and/or Departments.
- 4.3 Every member of staff has a requirement to support this Policy and to ensure that discrimination, harassment and bullying does not occur in the workplace.
- 4.4 Action will be taken under the Trust's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this equal opportunities policy and/or PRRT's dignity at work statement will be treated as potential gross misconduct and could render the employee liable to summary dismissal. Employees should also bear in mind that they can be held personally liable for any act of unlawful discrimination. Employees who commit serious acts of harassment may also be guilty of a criminal offence.
- 4.5 Employees should draw the attention of your line manager to suspected discriminatory acts or practices or suspected cases of harassment. You must not victimise or retaliate against an employee who has made allegations or complaints of discrimination or harassment or who has provided information about such discrimination or harassment. Such behaviour will be treated as potential gross misconduct in accordance with the Trust's disciplinary procedure.

5 Definitions

5.1 Direct Discrimination

- 5.1.1 Direct Discrimination occurs when, because of one of the protected characteristics, a job applicant or an employee is treated less favourably than other job applicants or employees are treated or would be treated.
- 5.1.2 The treatment will still amount to direct discrimination even if it is based on the protected characteristic of a third party with whom the job applicant or employee is associated and not on the job applicant's or employee's own protected characteristic. In addition it can include cases where it is perceived that a job applicant or employee has a particular protected characteristic when in fact they do not. The Trust will take all reasonable steps to eliminate direct discrimination in all aspects of employment.

5.2 Indirect Discrimination

- 5.2.1 Indirect discrimination is treatment that may be equal in the sense that it applies to all job applicants or employees but which is discriminatory in its effect on, for example, one particular sex or racial group.
- 5.2.2 Indirect discrimination occurs when there is applied to the job applicant or employee a provision, criteria or practice (PCP) which is discriminatory in relation to a protected characteristic of the job applicant's or employee's if:

- It is applied, or would be applied, to persons with whom the job applicant does not share the protected characteristic,
- The PCP puts, or would put, persons with whom the job applicant or employee shares the protected characteristic at a particular disadvantage when compared with persons with whom the job applicant or employee does not share it,
- It puts, or would put, the job applicant or employee at that disadvantage, and
- It cannot be shown by the Trust to be a proportionate means of achieving a legitimate aim.

5.2.3 The Trust will take all reasonable steps to eliminate indirect discrimination in all aspects of employment.

6 Recruitment, Advertising and Selection

6.1 The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant abilities and qualifications. The Trust is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.

6.2 Advertisements

6.2.1 Recruitment publicity will aim to positively encourage applications from all suitably qualified people. When advertising job vacancies, in order to attract applications from all sections of the community, the Trust will, as far as reasonably practicable:

- Ensure advertisements are not confined to those publications which would exclude or disproportionately reduce the numbers of applicants of a particular characteristic;
- Avoid setting any unnecessary provisions or criteria which would exclude a higher proportion of people with a particular protected characteristic;
- Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees with a particular protected characteristic;

6.2.3 However, where having regard to the nature and context of the work, having particular protected characteristics is an occupational requirement and that occupational requirement is a proportionate means of achieving a legitimate aim, the Trust will apply that requirement to the job role and this may therefore be specified in the advertisement.

6.3 Selection Methods

6.3.1 The selection process will be carried out consistently for all jobs at all levels. The Trust will ensure that this equal opportunities policy is available to all staff and in particular is given to all staff with responsibility for recruitment, selection and promotion.

6.3.2 The selection of new staff will be based on job requirements and the individual's suitability and ability to do, or to train for, the job in question. Person specification and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment, promotion or transfer will be assessed objectively against the requirements of the job.

6.3.3 With disabled job applicants, the Trust will have regard to its duty to make reasonable adjustments to work provisions, criteria and practices or to physical features of work premises or to provide auxiliary aids or services in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

6.4 Application and Interview

- 6.4.1 All applications will be processed in the same way. The staff responsible for short listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application.
- 6.4.2 Wherever possible, all applicants will be interviewed by at least two people. All questions that are put to the applicants will relate to the requirements of the job.
- 6.4.3 If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on assumptions about any of the protected characteristics.

6.5 Training, Transfer and Promotion

- 6.5.1 The Trust will take such measures as may be necessary to ensure the proper training, supervision and instruction for all line managers in order to familiarise them with the Trust's policy on equal opportunities, and in order to help them identify discriminatory acts or practices and to ensure that they promote equal opportunity within the departments for which they are responsible. The training will also enable line managers to deal more effectively with their complaints of bullying and harassment.
- 6.5.2 The Trust will also provide training to all employees to help them understand their rights and responsibilities under the equal opportunities and anti-harassment policies and what they can do to create a work environment that is free of bullying and harassment.
- 6.5.3 All persons responsible for selecting new employees, employees for training or employees for transfer or promotion to other jobs will be instructed not to discriminate because of one or more of the protected characteristics.
- 6.5.4 Where a promotional system is in operation, the assessment criteria will be examined to ensure that they are not discriminatory. The promotional system will be checked from time to time in order to assess how it is working in practice.
- 6.5.5 When a group of workers who predominantly have a particular protected characteristic appear to be excluded from access to promotion, transfer and training and to other benefits, the Trust's systems and procedures will be reviewed to ensure there is no unlawful discrimination.

6.6 Terms of Employment, Facilities and Service

- 6.6.1 All terms of employment, benefits, facilities and service will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of one or more of the protected characteristics.

6.7 Equal Pay

- 6.7.1 The Trust is committed to equal pay in employment. It believes its male and female employees should receive equal pay for like work, work rated as equivalent or work of equal value. In order to achieve this, the Trust will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.

6.9 Disability in the Workplace

6.9.1 Disability is defined under the Disability Discrimination Act as *'a physical or mental impairment which has a substantial and long-term adverse effect on a staff member's ability to carry out normal day-to-day activities'*.

6.9.2 The staff members or applicants ability to carry out normal day-to-day activities can be adversely affected in one or more of the following ways:

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to lift, carry or otherwise move everyday objects
- Speech, hearing or eyesight
- Memory or ability to concentrate, learn or understand
- Perception of the risk of physical danger

6.10 Duty to make Reasonable Adjustments

6.10.1 In certain circumstances, a specific duty is placed on PRRT to make such changes as are reasonable to prevent any work provisions, criteria or practices or any physical feature of the work premises from placing a disabled staff member at a substantial disadvantage compared to non-disabled staff members. This is known as the duty to make reasonable adjustments.

6.10.2 The duty on PRRT is to make all reasonable steps in the circumstances to alter the provisions, criteria or practices or physical features to prevent disabled staff members from having that effect. A staff member may therefore expect PRRT to make reasonable adjustments to the workplace in order to overcome the practical effects of the disability. However that does not mean PRRT is under a duty to make the best adjustment possible in the circumstances but to do what may be reasonably expected.

6.10.3 Reasonable adjustments may include:

- Physical Adjustments such as widening doorways or making other adjustments to premises, modifying equipment
- Task allocation - Re-allocating some of the disabled person's duties to another person
- Adjusting terms and conditions i.e. Reduction/Altering their hours of work or training
- Location - Assigning them to a different place of work
- Training – provision of additional training or mentoring.

6.10.4 The Trust will give consideration to any reasonable adjustments required and to all areas of employment, including recruitment and selection, terms and conditions of employment, arrangements for induction, harassment, sickness policies and procedures, pensions (subject to exceptions), opportunities for promotion, transfer, training or receipt of other employment benefits, or refusal of such opportunities, dismissal or any other detriment.

7 Monitoring and Review

7.1 We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy.

7.2 The Trust Equal Opportunities and Dignity & Respect at Work Policies will be reviewed on an annual basis.

7 Complaints

- 7.1 Any employee who believes that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the Trust's Dignity and Respect at Work Policy or the Trust's Grievance Procedure.

Version Control (November 2011 onwards)

Date	Comment	Employees Updated of amendment? (Date)
November 2015	Policy reviewed, numbering added and sections 1,2,3,4 and 7 updated. Updates agreed by CEO 18 November 2015.	Staff informed of final Policy update via email on 18 November 2015 (paper copy given if no access to email).