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DURHAM CONSTABULARY



Altogether Better Policing

Equality Commitment and Workplace Conduct Policy

Application	All Staff
Policy Owner	Human Resources
Version	8
Date of PUG approval	14.06.00
Last Review Date	12.06.2020
Next Review Date	12.06.2023
Protective Marking	Official
Publication Scheme Y/N	Yes
Durham Constabulary Freedom of Information Act Publication Scheme	



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1.0 EQUALITY COMMITMENT AND WORKPLACE CONDUCT POLICY

2.0 PURPOSE AND SCOPE

- 2.1 The purpose of this policy is to outline the Force's commitment to equality, diversity and human rights so that all staff can have an equal opportunity for employment and advancement within the Force on the basis of their ability, performance and aptitude for work.
- 2.2 In order for staff to maintain confidence in respect of integrity and impartiality the policy also contains guidance in respect of the standards of conduct, behaviour, general appearance and professional image which will be expected whilst undertaking their role or representing the Force.

3.0 THE LEGAL BASIS

- 3.1 The Force is required to comply with the requirements of the:
- Equality Act 2010
 - Equality Act 2010 (Specific Duties) Regulations 2011;
 - Police Act 1996:
 - Police Reform and Social Responsibility Act 2011
 - Local Government Act 1972;
 - Police (Health and Safety) Act 1997;
 - Personal Protective Equipment at Work Regulations 1992;
 - Police Regulations 2003;
 - Health and Safety at Work Act 1974;
 - The Human Rights Act 1998;
 - Protection from Harassment Act 1997
 - Police Staff Council.
 - Criminal Procedures and Investigations Act 1996
 - The Workplace (Health & Safety) Regulations 1992 Regulation 25 (3)
 - Tobacco Smoking and the duty of care imposed upon the Chief Constable towards his employees both police officers and support staff.
 - The Health Act 2006 (Smoke Free Regulations)
 - Working Together to Safeguard Children – Department for Education 2018
 - Apprenticeship, Skills, Children and Learning Act 2009
- 3.2 Throughout the operation of this policy the Force will seek to take the least Intrusive action which fits within the working policy criteria and will act fairly and proportionally to achieve the proposed purpose.

- 3.3 Durham Constabulary will operate within the policing principles as defined by the College of Policing Code of Ethics and in support of this our policies will seek to promote Accountability, Fairness, Honesty, Integrity, Leadership, Objectivity, Openness, Respect and Selflessness

4.0 **POLICY STATEMENT**

- 4.1 The Force takes equality, diversity and human rights matters very seriously and is fully committed in ensuring that an equal, fair and inclusive policing service is available to everyone
- 4.2 The Force recognises the contribution of its entire staff and is committed to creating a fully inclusive working environment. This will be achieved by making reasonable adjustments where appropriate, valuing the differences that a diverse workforce can bring and challenging unlawful and unfair discrimination, bullying, harassment, victimisation and other unfair treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, ethnicity, religion or belief, gender and sexual orientation.
- 4.3 Such behaviour (see Section 6.0 for definitions of discrimination, bullying, harassment and victimisation) will not be tolerated or condoned within the workplace and when inappropriate conduct, behaviour or image becomes apparent, staff will be given every opportunity to have complaints of this nature dealt with quickly, positively and in confidence.

5.0 **THE EQUALITY COMMITMENT**

- 5.1 **Equality** refers to a fundamental part of a fair working environment in which all staff can have the best possible chance to achieve their full potential.
- 5.2 **Diversity** recognises, takes action, respects and values the fact that everyone is different in a variety of visible and non-visible ways.
- 5.3 The Equality Act 2010 combines all previous Acts associated with equality and diversity into one overarching Act extending the protection from discrimination to additional equality 'strands', now called '**protected characteristics**'. These include – **age, disability, gender reassignment, race/ethnicity, religion/belief, gender, sexuality, marriage/civil partnership and pregnancy/maternity status.**
- 5.4 The priority of the Force is that when exercising its functions with the support and commitment of all staff it gives **due regard** to the following in respect of both its staff and the people it serves:-

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- I. Eliminating discrimination, bullying, harassment, victimisation and unfair treatment on the grounds of a protected characteristic or any other unjustifiable requirement.
 - II. Improving the equality of opportunity between those who share a protected characteristic and those who do not.
 - III. Fostering good relations between those who share a protected characteristic and those who do not.
- 5.5 The Force accepts that everyone has a right to their distinctive and different identities, but also has a duty to ensure that any behaviours, actions or words which transgress this policy are not tolerated and dealt with robustly and in accordance with Force procedures.
- 5.6 In order to identify such transgressions all staff need to know the type of professional conduct, behaviour and image that is expected of them. (See Section 7.0 and 8.0 for further information on this).

6.0 **DEFINITIONS OF DISCRIMINATION, BULLYING, HARASSMENT AND VICTIMISATION**

6.1 **What is meant by Discrimination?**

- 6.1.1 **Discrimination** refers to the treatment or consideration of, or making a distinction in favour of or against, a person or activity based on the group, class, or category to which that person or activity belongs rather than on individual merit.
- 6.1.2 **Direct Discrimination** is when a person is treated less favourably on the grounds of possessing a 'protected characteristic' or someone who is thought to possess a protected characteristic
- 6.1.3 **Associative Discrimination** applies to all protected characteristics except pregnancy/maternity and marital status and is direct discrimination against someone because they associate with another person who possesses or is thought to possess a protected characteristic.
- 6.1.4 **Perceptive Discrimination** applies to all protected characteristics except pregnancy/maternity and marital status and is direct discrimination against an individual because others think that they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.
- 6.1.5 **Indirect Discrimination** applies to all protected characteristics with the exception of pregnancy/maternity. It can occur when an employer applies a condition, rule or practice to everyone which disadvantages individuals who

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share a protected characteristic. Indirect discrimination can be justified if it can be shown that the application of the condition, rule or practice has been applied in a reasonable manner i.e. that it is '**a proportionate means of achieving a legitimate aim**'.

6.2 **What is meant by Bullying?**

- 6.2.1 **Bullying** is the use, on occasion or over a period of time, of oppressive, offensive, abusive, intimidating, malicious or insulting behaviour or the abuse of power or the unfair use of sanctions, which makes the recipient feel threatened, humiliated or vulnerable. Bullying may undermine an individual's self-confidence and cause them to suffer stress, nervousness, poor performance, absenteeism etc...
- 6.2.2 Someone using bullying behaviour may choose their target because they think that person or group lacks power. Alternatively, it could be that they are simply unaware of the effect that their behaviour (which they see as acceptable i.e. being 'plain spoken' or 'a strong manager') has on others.
- 6.2.3 As an example homophobic, biphobic and disability bullying are when people behave or speak in a way which makes someone feel bullied because of their actual or perceived sexuality or disability. Bullying can also occur as a result of someone having any one of the nine protected characteristics.
- 6.2.4 Bullying can be by a senior staff member to a subordinate member(s), vice versa or by peers towards each other.
- 6.2.5 Bullying can take many forms from extreme actions to less obvious ones. Examples include:-
- a. Cyber-bullying i.e. using a form of electronic communication to reach someone e.g. via e-mail, a social network etc...
 - b. Spreading malicious rumours, or insulting/offending someone by words or behaviour
 - c. Open aggression, persistent negative attacks, shouting and constant humiliation.
 - d. Ridiculing or demeaning someone – picking on them or setting them up to fail when there is a common problem.
 - e. Exclusion, victimisation or unfair treatment
 - f. Overbearing supervision or other misuse of power or position
 - g. Unwelcome sexual advances – touching, standing too close, the display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected
 - h. Making threats or comments about job security without foundation
 - i. Deliberately undermining a competent worker by overloading and constant criticism
 - j. Preventing individuals progressing by intentionally blocking promotion or training opportunities.

6.3 **What is meant by Harassment?**

- 6.3.1 **Harassment** is defined as *“unwanted conduct related to a specific trait or 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”*.
- 6.3.2 Individuals can complain of behaviour that they find offensive even if it is not directed at them, and/or they do not possess a protected characteristic themselves. Individuals are also protected from harassment because of perception and association.
- 6.3.3 Forms of harassment can include unwanted and unwelcome behaviour either through written word or images, face to face or verbal (e.g. by telephone) or via automatic messages if not universally applied to everyone. Specific examples include:-
- a. personal threats, insults, suggestive comments or innuendos, inappropriate jokes or language
 - b. physical conduct or contact, suggestive advances or gestures, practical jokes, display of offensive posters/photos.
 - c. Deliberate isolation, exclusion, and non-co-operation at work
 - d. Suggestive comments or behaviour which indicate that favours could lead to advantage or reward or conversely refusal of favours could lead to punishment
 - e. Any other conduct which denigrates, threatens, intimidates or abuses, undermines or undervalues an individual because they perceive it that way.

6.4 **What is meant by Victimisation?**

- 6.4.1 Victimisation occurs when an individual is treated unfairly because they have made or supported a complaint, raised a grievance or because they are suspected of doing so. Under the Equality Act 2010 an individual is not protected from victimisation if they have maliciously made or supported an untrue complaint.
- 6.4.2 There is no requirement to compare treatment of a complainant with that of a person who has not made or supported a complaint.

6.5 **Actions to take when inappropriate behaviour becomes apparent**

- 6.5.1 **Any member of staff who feels either they or someone they know are or may be being discriminated against, bullied, harassed, victimised or treated unfairly (including hate crime incidents) have a responsibility to bring this to the attention of either a Manager or someone else within**

the Force. Please see the Achieving Fairness at Work Policy for options on how this can be done.

- 6.5.2 Disciplinary action may be taken against any staff member where a claim of inappropriate behaviour is substantiated, which depending on the severity could lead to dismissal.
- 6.5.3 Staff who feel they have been subject to such behaviour from colleagues, service users or a member of the public in the course of their work, have a responsibility to bring it promptly to the attention of their manager.
- 6.5.4 Where possible and where appropriate, managers should attempt to deal with such complaints informally in the first instance. However where this is not possible formal action can be considered (see the Achieving Fairness at Work Policy for more information on both informal and formal methods of resolution which can be used).

7.0 REQUIRED STANDARDS OF CONDUCT AND BEHAVIOUR

- 7.1 The standards of conduct and behaviour outlined within the **Police Staff Standards of Behaviour Policy** and the **Code of Ethics** (both found via the Force Intranet Homepage) are meant to define parameters of conduct and behaviour within which discretion can be exercised. They are not exclusive, prescriptive or exhaustive **BUT WILL APPLY** to all staff without exception.
- 7.2 Managers will lead by example, and have a particular responsibility to deal with conduct which has fallen below the required standards in an appropriate way, e.g. by management action or if necessary via the formal disciplinary/capability route.
- 7.3 Staff also have a duty to keep themselves up to date with the information provided by the Force in respect of how it relates to them, and act upon it accordingly.

8.0 REQUIRED STANDARDS OF PROFESSIONAL IMAGE AND GENERAL APPEARANCE

- 8.1 In addition to the required standards of conduct and behaviour, all staff working for and representing the Force are expected to project and maintain the highest professional image of themselves and the Force, in respect of dress and general appearance.
- 8.2 **Uniformed Operational Staff**
 - 8.2.1 The majority of staff who work in an operational role for the Force are provided with standard issue uniform, which will be worn as required at all times, unless where due to the nature of work (e.g. special operation or in foul weather) or as a consequence of Health Management Unit advice, it may not be appropriate.

8.2.2 On special occasions e.g. Royal Visits or funerals with a high profile, uniformity is of particular importance and specific requirements should be detailed in the operational order or other special instructions issued for the occasion

8.2.3 Specific points in respect of accoutrements and equipment are as follows:-

- a. If deployed with colleagues all staff should adopt the same style of dress, for example in warm weather either all or no staff members should remove their fleece or reflective jacket
- b. Plain design shatterproof sunglasses (in accordance with British Safety Standards) may be worn but always removed when speaking with members of the public.
- c. When off duty and in public view an outer jacket should be worn to cover uniform.
- d. All staff will wear the appropriate badge/epaulettes at all times to show rank or role. Service numbers must be visible at all times.
- e. Individuals may wear religious or cultural clothing provided it is suitable for the purpose, and where appropriate be subject of a risk assessment Refer to Section 8.2.5 for further information around our commitment to embracing diversity within our uniform.
- f. PCDA and DHEP student officers when attending Northumbria University will be in uniform as directed by the PEQF Lead.

8.2.4 Personal Appearance whilst in uniform

- a. **General Appearance** – staff are personally responsible for ensuring that whilst wearing the force uniform their appearance is of the highest standard.
- b. **Hair** – long and short hair should be kept tidy and not fall below the collar. Where necessary it should be secured above the collar including pony tails and plaits. See also paragraph 8.4.3 re extreme hairstyles.
- c. **Make-Up** – Public facing staff should only wear make-up in moderation, and only clear or pale coloured nail varnish. Nail extensions of any kind are not permitted due to health and safety reasons.
- d. **Jewellery** –The only items permitted are a wristwatch, wedding/engagement rings (with no sharp or rough edges) and one pair of stud type earrings worn in the earlobes. See Section 8.2.5 for exceptions due to cultural/religious beliefs.
- e. **Footwear** – Footwear should be worn as issued unless medical circumstances are apparent. Individuals are required to provide evidence of such circumstances from their GP or Consultant. In these circumstances a referral should be made to the Health Management Unit where such evidence can be considered. In such cases a risk assessment should be completed to reflect any health and safety issues.

- f. **Headwear** – When issued should be worn at all times when operational, e.g. for mobile patrol whenever outside of the vehicle. Refer to Section 8.2.5 for further information around exceptions due to religious/cultural requirements.

8.2.5 **Diversity in Dress/Appearance** - It is recognised that individual needs for our staff in terms of religion/faith/belief may be in conflict with the force requirement. Below are some examples of potential issues and the current force stance:-

- a) **Islam** – dress code is based upon the principles of modesty. Females may wear the **hijab** (a scarf which covers the head and neck usually fastened with a pin). Operational staff should liaise with stores to acquire one which fastens with velcro, press-studs or is elasticated and it should be worn under a custodial bowler and tucked into the collar. Men may wear a **Kufi** or **Topi** (prayer hat) if worn under the custodial helmet when outdoors. Requests for such items should be made to the relevant Support Manager.
- b) **Judaism** – males may wear a **Kippah** (skull cap) under a custodial helmet.
- c) **Sikhism** – either males or females may wear a turban instead of the custodial helmet/bowler hat unless when undertaking PSU, Motor Cycle Unit, Pedal Cycle training/duties as only the wearing of a protective helmet is required by all staff participating. Visible body piercing on religious grounds (e.g. Kara – a steel bracelet) is acceptable so long as there is no health and safety risk apparent.
- d) **Jews/Muslims** – dress code is also based upon the principles of modesty, and operational staff may prefer uniform which is extra loose or has shorter trousers to ensure that the outline of the body is not visible. Jewish women may prefer to wear a skirt rather than trousers.
- e) Other religions/faiths observe a selection of different beliefs. Staff should discuss these with their manager and where appropriate a risk assessment completed in order to accommodate.
- f) Should any of the above become difficult to accommodate a detailed Risk Assessment should be completed and/or advice sought from an HR Manager.

8.2.6 **Attending Court** - Whether uniformed or not, staff have a key role in reassuring court users so should always be clean and smart in appearance and wearing the issued operational uniform where appropriate (not tunics) including utility belt and all personal protective equipment, unless directed otherwise by a Judge.

8.2.7 **Non Standard Uniformed Staff** - Certain members of staff within the Force have been issued with non-standard items of uniform whilst engaged in a

OFFICIAL

specific specialised activity e.g. Force Negotiators. These will be worn at the direction of the relevant Head of Command/Department or Manager.

8.2.8 **Civil Events** - The Chief Constable (delegated to the Head of Command/Department) may grant individuals permission to wear uniform at civil events if they are satisfied the integrity of the service will not be compromised or brought into disrepute. Authorisation must always be sought prior to the event.

8.2.9 **Uniform** - Uniform must not be sold or passed on to any other person. When no longer required, unused uniform and uniform suitable for cleaning and reissue should be returned to Stores, together with equipment and accoutrements. Any other used uniform should be disposed of responsibly by the staff concerned, ensuring all rank and collar identifications are removed and destroyed or returned to Stores as appropriate.

8.3 All Other Staff (i.e. non uniform wearers)

8.3.1 Those staff members who are not issued with uniform must also be mindful of the image they are presenting to colleagues, service users and the general public.

8.3.2. Common sense must be exercised and health and safety issues a constant theme when deciding on what to wear whilst on duty. For example, staff should refrain from wearing excessive jewellery or loose clothing when operating machinery. Nothing should be worn within the workplace which may cause offence or compromise their ability to carry out their duties.

8.3.3 Further to section 8.2.5 consideration should be given to those members of staff who for religious/cultural reasons may wish to wear alternative forms of dress, for example muslim females may wish to wear a jilbab (long loose fitting garment) . Wherever possible this should be acknowledged but where necessary risk assessed.

8.4 General Rules for all Staff

8.4.1 **Smoking** – Smoking and the use of e-cigarettes, will not be permitted at any time on the Constabulary estate, in public view or official meetings whilst representing the Force. Smoking is also prohibited in any Constabulary vehicle or privately owned vehicles whilst used for work purposes if carrying passengers.

This applies to all Constabulary officers and staff and all other persons visiting or working within/on Durham Constabulary estate.

Smoking breaks, including e-cigarettes for staff and officers of Durham Constabulary will be allowed on the following terms:-

- Only with the express permission of the staff /officers express direct supervisor.

OFFICIAL

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- In the member of staff's own time.

- 8.4.2 Staff should be mindful of the potential impact on others of **Chewing gum**, or **consuming food** whilst in the office, in public view or in official meetings
- 8.4.3 Extreme **hairstyles** such as motifs, patterns and garish colours are not permitted.
- 8.4.4. **Tattoos** – Applicable to all staff (officers, staff and volunteers) engaged in public facing roles and is effective from 12/04/2016. This requirement is intended to ensure that Constabulary staff in public facing roles present a professional corporate image to everyone. The Constabulary does not seek to discriminate against anyone who has tattoos and recognises the prevalence of body art in modern society and the right of each individual to make their own choices about their appearance.

The Force vision aspires to the provision of an excellent policing service which inspires confidence in all victims and communities. With that in mind this policy seeks to minimise, as far as is reasonably possible, any negative perception or misconception which could be drawn by the communities we serve based on appearance, which would serve to diminish confidence in the Constabulary as a whole.

Any tattoo anywhere on the body that is:-

- obscene,
- or advocates sexual, racial, ethnic, or religious discrimination, by written word or design

is prohibited. The presence of such a tattoo would preclude an applicant from passing the recruitment process for employment with the Constabulary.

Tattoos which are visible on the face, scalp, ears, neck and hands are not considered appropriate for those who are in public facing roles. 'Public facing' also extends to include those employees who engage with partner agencies.

The practical effect of this policy, in respect of applicants for any public facing role in the Constabulary, may be to preclude any such applicant in circumstances where visible tattoos on the face, scalp, ears, neck or hands. however, in rare circumstances, the Constabulary may consider the merits of any individual application to be exempted from elements of this policy in relation to tattoos. Decisions in regarding such exemptions will be made via a panel comprising the Chief Constable, Deputy Chief Constable/Chief of Staff for the OPVC, Head of People, Standards and Development Command and the Strategic Resource Manager.

Where recognised cultural factors pertain, the Constabulary undertakes to give specific consideration to the merits of any individual application to be exempted from elements of this policy.

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If a current member of staff were to obtain a tattoo and:-

- it was considered to be prohibited as outlined above,
- the member of staff was in a public facing role
- the tattoo was located on the face, scalp, ears, neck or hands

this may be considered as gross misconduct. Subsequent misconduct proceedings could lead to dismissal.

Staff not complying with this policy, or, failing to abide by direction proffered by their line management and/or PSLS in this regard may be subject to misconduct action, which could include dismissal.

It is recognised that there are staff in public facing roles who had tattoos which are visible in normal duty dress prior to this policy being amended (i.e. the date above) and that some of those tattoos will be impossible to cover with the clothing accepted as normal duty dress. On that basis common sense must apply and it is accepted that there has to be a degree of 'amnesty' for what has gone before. However, any member of staff who obtains such a tattoo(s) after 12/04/2016, in breach of the standards above may be subject to misconduct proceedings, and such conduct will be considered gross misconduct, meaning that dismissal would be available as a sanction.

8.4.5. **Piercings:-** No face piercings are permitted to be worn on duty/at work unless for religious purposes in which case a risk assessment should be completed to reflect any health and safety issues. 'Face piercings' extends to any part of the head other than the earlobes and includes the tongue.

8.4.6 **Facial Hair** – Beards and moustaches should be kept neat and tidy. Long beards are not permitted unless on the basis of religion and in such cases should be covered with a beard net. Staff who are required to use a respirator must be clean shaven for health and safety reasons.

9.0 **EQUALITY IMPACT ASSESSMENTS (EIAs)**

9.1 The Force is legally bound by the Equality Act 2010 to ensure it considers how any policy, procedure or action taken could potentially impact on any Protected Characteristic groups i.e. age, disability, sexuality, transgender, religion/faith, ethnicity, marriage/civil partnerships, gender and/or pregnancy/maternity and take action to reduce or eliminate this impact.

9.2 In order to uphold this requirement and also to ensure that our policies and procedures are inclusive for all staff an Equality Impact Assessment (EIA) form must be completed by everyone who is developing or amending Force policy, procedures or actions, from the very start of the process.

9.3 The EIA form is self-explanatory and can be found on the force intranet but further assistance in completing it can be sought from an HR Manager if required.

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- 9.4 PCDA and DHEP student officers attending Northumbria University will also be subject to the appropriate Higher Education Institute (HEI) EIA details of which are located in the Northumbria University Student handbook.

10.0 STAFF SUPPORT MECHANISMS

- 10.1 The Force has a number of support mechanisms in place which can be utilised by members of staff for advice, assistance, reporting or guidance, which include: Federation; Unison; Staff Associations; Chaplaincy; Professional Standards Confidential Reporting (Integrity Link); Support Networks(i.e. Durham LGBT Network, Durham Black & Asian Police Association, STAR – Women in Policing and the Disability Support Group); Health Management Unit (which includes occupational health welfare and health and safety); and Human Resources amongst others.
- 10.2 More information on support mechanisms available as mentioned above can be found via the Force Policies and Equality and Diversity links shown on the Home Page of the Intranet.

11.0 POSITIVE ACTION

- 11.1 An aim of the Force is that the composition of the workforce at all levels should broadly reflect that of the community it serves, particularly in terms of under-represented groups.
- 11.2 The law enables the Force to take positive action to help or encourage people in under-represented groups to apply for jobs or improve their chances of development/promotion within Force.
- 11.3 Positive action does not mean discriminating in favour of under-represented groups when selecting for jobs or promotion. It means removing or redressing any potential discriminatory barriers, providing genuine equality of opportunity and enabling people from all groups to stand a fair chance of competing for jobs or promotion on merit.
- 11.4 **Some examples of Positive Action:**
- 11.4.1 Including in job adverts statements which encourage applications from specified under-represented groups
- 11.4.2 Advertising jobs in under-represented areas via appropriate means
- 11.4.3 Targeting under-represented groups of staff within the workforce in respect of additional action around developmental areas to allow for an equal chance at progression.
- 11.4.4 As part of a recruitment and selection process, treat more favourably a candidate who is covered by one of the protected characteristics and is of

equal merit to a fellow candidate, if the favourable treatment is to address under-representation in the workplace.

12.0 COLLATION OF EQUALITY WORKFORCE INFORMATION

- 12.1 The Force confidential computerised human resource system (ORIGIN) collates information on the make-up of the workforce in respect of all protected characteristics.
- 12.2 The benefits of retaining this information are as follows:-
 - 12.2.1 It will allow the Force to identify key equality issues which are apparent or emerging.
 - 12.2.2 The Force can check to ensure that it is: not discriminating unlawfully and taking actions to avoid discrimination, bullying, harassment, victimisation and unfair treatment; advancing the equality of opportunity; and fostering better relations between those members of staff who have protected characteristics and those who do not.
 - 12.2.3 The Force can understand more about its make-up so that policies and procedures can be developed which are inclusive for everyone
- 12.3 All staff should ensure that they complete the questionnaire around protected characteristics via the self-service part of the Origin HR system. Access to this area of the system is strictly limited, only anonymous statistics can be reported thus there is no fear of any reprisal to any member of staff completing the information.

13.0 LIABILITY

- 13.1 An individual and the Chief Constable are liable under the appropriate legislation if that individual practices discrimination as previously described in Section 6.0.
- 13.2 However, if the Chief Constable can satisfy The High Court, County Court or an Employment Tribunal that reasonable practical steps have been taken to prevent the individual from unlawfully discriminating, then the individual could face the Employment Tribunal alone.
- 13.3 Failure to comply with the required standards of conduct, behaviour and professional image highlighted within this policy could lead to Disciplinary action.

14.0 APPEALS PROCEDURE

If an individual wishes to appeal against any decision made in connection with this policy, they should write to or email, the Deputy Chief Constable at the below address within 14 days of receiving a decision. The appeal will be considered and consultation will take place with appropriate individuals to establish all facts before a decision with regard to the appeal is made. A response to the appeal will be provided in writing within 10 working days of receipt of the appeal. Should this period not be achievable the individual will be notified in writing when a decision will be communicated.

The Deputy Chief Constable
c/o Human Resources
Police Headquarters
Aykley Heads
Durham
DH1 5TT
Email human.resources@durham.pnn.police.uk

EQUALITY IMPACT ASSESSMENT (EIA)**EQUALITY COMMITMENT AND WORKPLACE CONDUCT POLICY**

An equality impact assessment (EIA) form **must** be completed by the Policy/Function lead when developing or reviewing policies or procedures which may impact on the way the Force conducts its business (both internally and externally) and must show that when making decisions we:-

- Give due regard to the impact it will have on protected groups
- Undertake an assessment **prior to** any decisions around policies/procedures being ratified to identify what potential impact has been found and subsequent action taken, and
- Provide an audit trail of the assessment undertaken which identifies how the policy or procedure is likely to affect protected groups.

The EIA must be completed **before** decisions are made, and remain a live document to be reviewed and continually updated during policy/procedure development or updating

This form is a Tool to document the assessment and should be completed, attached to the relevant policy/procedure document and submitted to the HR User Group or other strategic group for ratification

1) Purpose of the policy. Why do we need it and what will it achieve

Outline the Force's commitment to equality, diversity and human rights so that all staff can have an equal opportunity for employment and advancement within the Force on the basis of their ability, performance and aptitude for work

2) Explain briefly why the Policy/Procedure is being developed or reviewed?

Amended to include the arrangements in place for students on the PCDA or DHEP programmes

3) What research/resources have been used or considered in the initial stages of this assessment?**4) Who has been consulted around the potential impact during the development/amendment of the policy/procedure**

All support networks.	Force Executive (AC0)
HR Staff	Independent Advisory Groups (IAG's)
Staff associations	
Legal Services	
Heads of Command	

5) Following assessment of available information, has a positive or adverse impact been identified OR is the initiative equality neutral?

A Positive Impact – will actively promote equality of opportunity or improve relations between one or more groups

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<p>An Adverse impact – will cause some form of disadvantage or exclusion. Neutral impact is when there are no notable consequences for any diversity group</p> <p>Provide details on ALL decisions for ALL the protected characteristic groups below. Specify what actions, if any, will be taken as a result of the assessment, provide any findings and the reason any decisions were reached, and determine what changes may be necessary to either reduce any adverse impact or enhance any beneficial impact. If an adverse (negative) impact has been identified question 5 must be completed.</p>				
	<u>Positive</u>	<u>Negative</u>	<u>Neutral</u>	<u>Details</u>
Age			X	
Disability			X	
Transitioning from one sex to another (either thinking of, in the process of or have)			X	
Marriage and Civil Partnership			X	
Pregnancy and Maternity			X	
Race			X	
Religion or Faith			X	
Gender			X	
Sexual Orientation			X	
<p>6) If a negative impact has been identified, please provide further details stating what actions need to be undertaken as a result of the section 5). How any negative impact can be justified for this initiative.</p>				

<p>Confirm the above Actions have been incorporated and the EIA is now ready for submission to HR PUG or other Strategic Group.</p>	
<p>Signature...</p>	
<p>Name Sylvia Horsfield</p>	<p>Date 12th June 2020</p>

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	7) – Ratify the Policy / Procedure at HR PUG or other Strategic Group
	Meeting/Group:- HR PUG
	Chair of Meeting/Group:- Chris Curtis