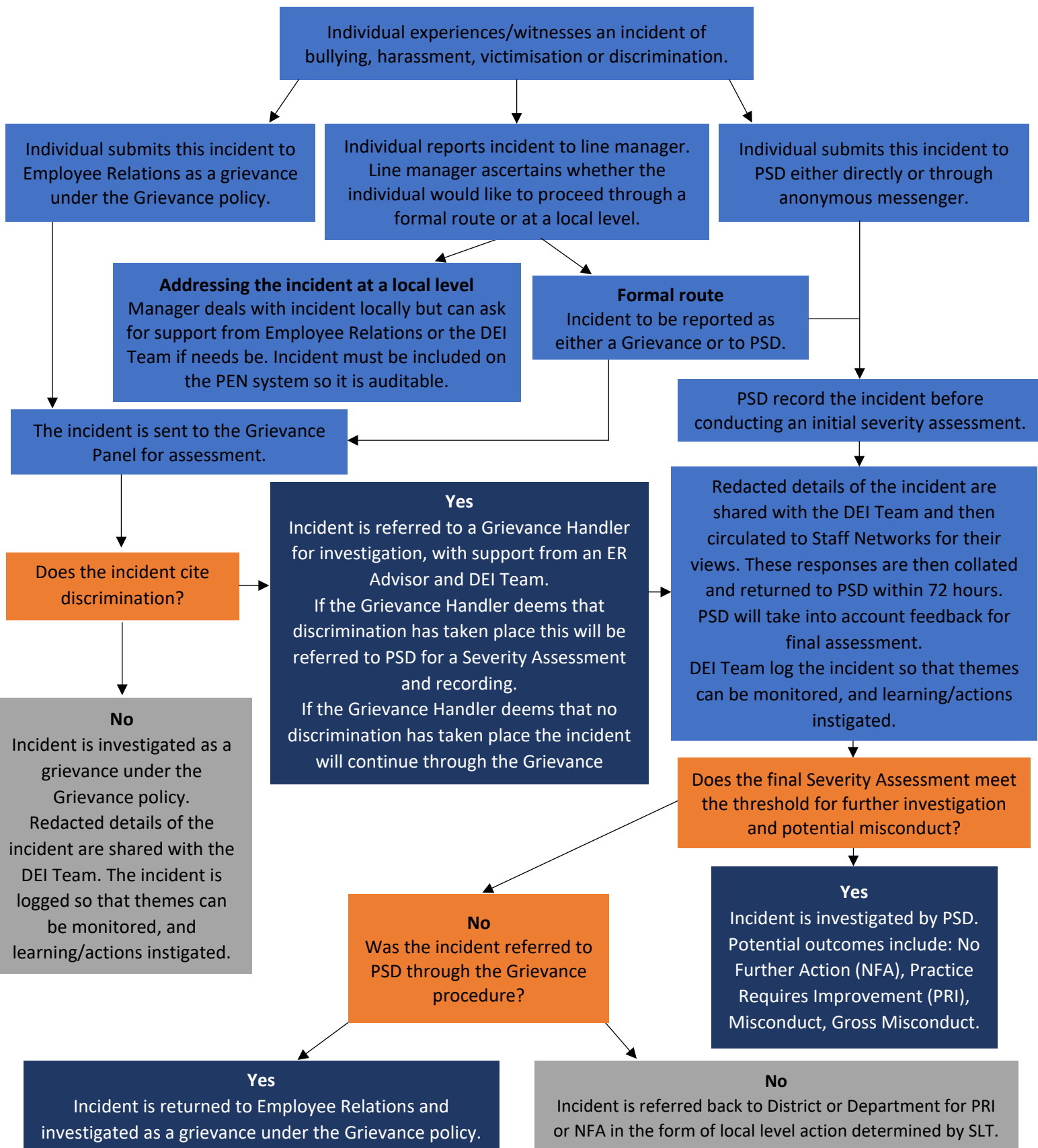


Equality, Inclusion and Respect in the Workplace

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Flowchart – Reporting Process



Policy Statement

Summary

At West Yorkshire Police we are committed to providing a vibrant, ethical and sustainable working and learning environment that values equality, diversity, inclusion and belonging, whilst maintaining a zero-tolerance approach to discrimination, bullying, harassment and victimisation within the workplace. By adopting a zero-tolerance approach, we are committed to taking each instance of discrimination, bullying, harassment and victimisation seriously, and ensuring that the assessment and investigation of each incident, whether formally or locally, is done so in line with the procedures set out in this policy.

This commitment exists alongside our legal and moral obligations to provide an inclusive environment for our police officers, police staff, special constables, apprentices and volunteers, as well as our communities who we provide and deliver a service to within policing.

The aims of this policy are to:

- Promote equality, value diversity, ensure fairness, justice and equality of access and opportunity for all.
- Communicate that there is a zero-tolerance to any form of discrimination, bullying or harassment in the workplace.
- Identify any barriers to progressing equality and diversity, eliminate discrimination and the underlying causes and address with immediate action.
- Ensure that everyone can recognise where harassment and bullying might be taking place so appropriate action can be taken.
- Provide guidance on how to deal with a complaint of harassment or bullying.
- Ensure all initial complaints are investigated thoroughly in line with the appropriate policy and procedure.
- Explain tools and techniques to use when looking at diversity, equality and inclusion in the workplace and how to evidence considerations.

This policy must be read in conjunction with the supporting information.

Scope

This policy applies to all within the workplace, including police staff, police officers, special constables, apprentices, volunteers, agency workers, contractors, embedded partners and all West Yorkshire lead regional collaborations.

Principles

General

West Yorkshire Police aim to:

- Provide a supportive, inclusive and welcoming environment within the workplace with zero-tolerance to any form of discrimination or harassment including racism, islamophobia, transphobia, sexual harassment, ableism, homophobia, and any other form of discrimination or harassment against an individual's protected characteristics as demonstrated in the Equality Act 2010.
- Engage, value and develop our diverse workforce alongside the NPCC Diversity, Equality and Inclusion Action Plan and any existing force-wide, District or Department Diversity, Equality and Inclusion Action Plan to maximise talent and reflect the communities of West Yorkshire Police.

Regardless of rank or role, all employees, apprentices, volunteers, agency workers and contractors are expected to:

- Lead by example, treating others with dignity, fairness and respect at all times, irrespective of identity, background, status or circumstances.
 - Embrace and invest in West Yorkshire Police's approach and commitment to Diversity, Equality and Inclusion (DEI), recognising its importance and value.
 - Implement this commitment in day-to-day duties and interactions with colleagues and our communities, with an aim to integrate equality and human rights into everything we do.
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Definitions

Diversity

- Recognising and valuing difference.
- Treating people as individuals.
- Appreciating that everyone has different life experiences.
- Ensuring the people who work within and throughout the organisation are representative of wider society. It is this mix of people that makes our organisation unique.

Equality

- Ensuring individuals or groups are not treated differently or less favourable on the basis of their specific protected characteristic(s) under the Equality Act 2010. See supporting information.
- Equal in status, rights or opportunities.
- It is not necessarily about treating everyone the same; it is about taking into account differences appropriately.
- Creating a fairer society so that everyone can achieve their maximum potential.

- It is ensuring everyone is at the same level playing field.

Inclusion

- Providing a culture which enables people to be their whole self at work, where all feel respected, valued, safe, trusted and have a sense of belonging.
 - At its most basic level, it is about ensuring that no one feels left out or is subject to incivility within the workplace because of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity, or other factors such as social background.
 - Everyone should be able to be their true self in the workplace, without fear of discrimination.
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Governance structure

- West Yorkshire Police has an established Governance Structure in place, which includes:
 - Trade Unions
 - Police Federation
 - Staff Support Networks
 - Internal Governance Boards – Bronze, Silver and Gold Groups
 - Independent Advisory Groups (IAGs)
 - Scrutiny Panels
 - At West Yorkshire Police, DEI is delivered using a Framework and Terms of Reference.
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Application

- This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to work (e.g. at meetings, social events and social interactions with colleagues) or which may impact on West Yorkshire Police's reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to West Yorkshire Police).
- Below are some specific areas of application (please note that this list is not exhaustive):
 - **Recruitment**
Selection for employment at West Yorkshire Police will be on the basis of aptitude and ability. See Recruitment and Selection policy for further information. Where possible, applicants' diversity demographics will be captured as part of recruitment processes to promote the elimination of discrimination.
 - **Promotion**
All promotion decisions will be made on the basis of merit and will not be influenced by any of the protected characteristics. Promotion opportunities will be monitored to ensure equality of opportunity at all

levels. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers to promotion.

- **Training**

All employees will be required to complete the mandatory DEI iLearn upon joining West Yorkshire Police, and then every two years thereafter.

Employees may also be required to participate in further training and development activities, to encourage the promotion of the principles of this policy.

- **During Employment**

The benefits, terms and conditions of employment and facilities available to West Yorkshire Police employees will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the needs of disadvantaged or under-represented groups.

Responsibilities

All

All staff, regardless of status and designation, are personally, professionally and legally responsible for:

- Not behaving in a manner which could be offensive to others;
- Their own behaviour and are vicariously liable for those reporting unacceptable behaviour to them;
- Creating an environment which is free from unacceptable behaviour;
- Ensuring that they report cases to a supervisor or manager when they witness bullying or harassment; and
- Challenging inappropriate behaviour or, if individuals feel they cannot question or challenge directly, reporting their concerns through the reporting process (see flowchart) as soon as practicable, as per the Code of Ethics.

Managers and supervisors

Managers and supervisors must:

- Ensure that their own actions, remarks and behaviour towards those under their supervision are professional, civil and courteous at all times;
- Ensure that all the staff they manage are aware of their responsibilities and obligations contained in this policy and that they are aware that they must adhere to this policy at all times;
- Be proactive in reinforcing the appropriate Standards of Professional Behaviour that are expected by West Yorkshire Police;
- Challenge inappropriate behaviour where it occurs. If a manager becomes aware of any case of bullying or harassment then they must challenge this

behaviour, even if there has been no complaint from the individual(s) involved; and

- Ensure that they treat all complaints of harassment or bullying seriously, fairly, consistently and sensitively, investigating any complaints promptly and objectively.
 - Adhere to the individual's request of how they wish the incident to be dealt with, i.e. formal route or at a more informal local level. However, in certain instances, because of the nature of the incident, this may not allow a line manager to follow an informal local level process. Therefore, the incident may need to be referred to PSD for further scrutiny via the formal channels.
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Discrimination, Harassment, Victimisation and Bullying

General

- West Yorkshire Police is an equal opportunities employer who supports a culture where an individual's dignity at work is of primary importance.
 - It is West Yorkshire Police policy that everyone is treated with dignity and respect within a working environment that is supportive and free from any form of discrimination, bullying, harassment, victimisation or intimidation.
 - Behaviour that creates an intimidating working environment can have serious and adverse effects on an individual's:
 - Physical and mental health;
 - Confidence;
 - Morale; and
 - Job performance (including relationships, productivity and attendance).
 - For West Yorkshire Police, the impact can include:
 - Increased sickness absence/presenteeism;
 - Risk to public image of the institution and loss of client customer confidence;
 - Reduced productivity;
 - Demotivation;
 - High staff turnover;
 - Low staff morale;
 - Costly retraining; and/or
 - Costly legal cases.
-

Principles

- All staff are responsible for their behaviours within the workplace, and must understand that they, as well as West Yorkshire Police as an employer, are held liable for acts of bullying, harassment, victimisation and discrimination, in the course of their employment.

- Each person has the right to say what behaviour is acceptable or unacceptable to them. If a person finds certain behaviour unacceptable and they feel that they have been, or would be, affected by it, then they have the right to say so and their views will be respected.
- Individuals do not need to be the target of inappropriate behaviour to find it unacceptable. Officers and staff can complain about conduct directed at someone else, whether or not they seem to object to it.
- Legitimate management of performance, attendance and conduct is an obligation of managers and such management action does not constitute unacceptable behaviour as long as it is in line with organisational policy and process.
- West Yorkshire Police has a zero-tolerance approach to discrimination of any kind, and the organisation encourages anyone who feels they have been discriminated against, or has witnessed discrimination, to contact the Professional Standards Department.

For definitions and further information on discrimination, harassment, victimisation and bullying, see supporting information.

Hate Incidents

Principles

- West Yorkshire Police takes any instances of hate incidents seriously and, as such, any internal reports of incidents will be made via Professional Standards, assessed and recorded as a hate incident as defined in the Hate Crimes and Non-Crimes policy.
 - All information will be treated confidentially as part of any formal investigation where views will be sought from all victims. Support will be provided to victims via referrals to the appropriate Staff Networks, Trade Unions and Police Federation.
 - For further information, see supporting information.
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Misconduct

Principles

- West Yorkshire Police commits to take seriously complaints of bullying, harassment, victimisation and discrimination in the course of the organisation's work activities.
- Harassment or bullying may be regarded as gross misconduct and instances where this is proven will result in the use of the discipline procedure for police staff and the Police (Conduct) Regulations 2020 for police officers.

Formal Process

Principles

- West Yorkshire Police is committed to maintaining a working environment which is free from discrimination, bullying, harassment and victimisation thereby ensuring that all its members are able to achieve their full potential.
 - Without delay, if an individual feels that they are the subject of discrimination, harassment, bullying or victimisation they must contact their:
 - Line manager;
 - Employee Relations;
 - Police Federation; or
 - Trade Union representative.
 - If an individual experiences discrimination, bullying, harassment or victimisation they must:
 - Follow the Grievance policy; or
 - Report their experience to PSD, either directly or through anonymous messenger.
 - All grievances are assessed by the Grievance Panel which is documented in the Grievance policy. Any instances of discrimination, bullying, harassment or victimisation which are submitted are assessed and recorded by PSD which will result in other policies and procedures being utilised to assess conduct.
 - For any instances where discrimination, bullying, harassment or victimisation are submitted for PSD Severity Assessment, the DEI Team will work alongside PSD to determine the best course of action.
 - See flowchart.
 - Further to investigation, if instances of discrimination, bullying, harassment or victimisation are identified following the process, this may be considered a disciplinary matter if assessed as such, and an investigation may commence as per the relevant discipline policies for police officers and police staff.
-

Addressing the Incident at a Local Level

Principles

- In certain instances, an individual who has experienced bullying, harassment, victimisation or discrimination may wish to address this through an informal local level process. The individual may feel that local resolution will be an appropriate way to deal with the incident, or for their

own personal reasons may not wish to be involved in a formal process and the procedures attached to this.

- The informal local level process must be conducted with the individual's line manager, second line manager, or local Employee Relations Advisor – whomever is deemed most appropriate.
 - At the consent of the individual, an anonymised version of the incident may be sent through to the DEI Team to allow for identification of patterns in behaviour and corporate learning.
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Malicious Complaints

Principles

- The presumption will be that complaints are made in good faith and that individuals genuinely believe they have been harassed or bullied. All cases will be investigated on this basis.
 - A complaint will not be treated as malicious simply because it was considered to be unfounded, as mistakes can be made. However, any dishonesty or attempt to mislead will be investigated robustly.
 - Complaints which investigations reveal are untruthful or malicious will be treated seriously and, if proven, will lead to disciplinary action being taken against the person making it.
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Additional Information

Compliance

This policy complies with the following legislation, policy and guidance:

- Equality Act 2010
 - Public Sector Equality Duty
 - Human Rights Act 1998
 - Police (Conduct) Regulations 2020
 - Data Protection Act 2018
 - Recruitment and Selection policy
 - Grievance policy
 - Hate Crimes and Non-Crimes policy
 - Discipline – Police Staff policy
 - Discipline – Police Officers policy
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Supporting information

The supporting information for this policy can be accessed online.

Further Information

Further guidance in relation to this policy can be sought from the DEI Team.
