

## **Diversity in Employment Policy**

### **1.0 Purpose**

The IPCC is an equal opportunities employer, with commitment to this from the top-level and throughout the organisation. This document sets out the IPCC's overarching policy on Diversity and Equal Opportunities. This policy is based on the following principles:

- To ensure equal opportunity and treatment without discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation in the way that the IPCC treats its employees, contractors, job applicants and visitors.
- This includes decisions relating to recruitment and selection, training and development, performance management, reward and promotion, which are based solely on ability and performance.
- To ensure the working environment captures the potential of each staff member and uses their skills and talents to the full to add value.
- The IPCC will take appropriate positive action to increase the diversity of the people we recruit and develop to ensure that we reflect the communities we serve.
- To enact the IPCC core value of 'valuing diversity' – the IPCC promotes diversity in its employees and services and we value difference.

In addition, the objective of this policy is to:

- Raise organisational awareness of equal opportunities
- Provide a workplace free of discrimination, harassment and victimisation
- Meet legal obligations
- Deliver the IPCC's duty of care to staff (ie. We are responsible for acts of all of our employees)
- Demonstrate the organisation's commitment to the IPCC core values of integrity, diversity and respect for human rights.
- Demonstrate to all employees that they can rely upon the IPCC's support in cases of harassment or discrimination at work

### **1.2 Outline of provisions**

The principles outlined above underpin the following procedures/policies:

- Dignity at Work (Bullying, Harassment and Victimisation)
- Family Friendly Policy (Maternity/Paternity/Shared Parental Leave/Adoption/Flexible Working)
- Annual Leave (Religious observance)
- Recruitment and Selection Procedure

### **1.3 Application**

The application of the above principles will ensure a common approach to diversity and equal opportunities across the IPCC. It is the duty of managers and supervisors to implement this policy and bring it to the attention of their staff.

Good relations and practice are essential and depend on all staff members treating each other with respect and dignity. All employees are therefore expected to:

- Cooperate with measures introduced to advance equality and diversity and eliminate discrimination.
- Treat all members of the IPCC in a fair and non-discriminatory way, respecting differences.
- Not victimise or attempt to victimise anyone who has made complaints of discrimination or provided information discrimination.
- Not harass, abuse or intimidate others on account of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

All employees are required to follow and implement this policy and to undergo any training and development activities to ensure that they can carry out their duties and responsibilities in terms of promoting, developing, implementing and reviewing the policy arrangements in the course of their work. Failure to do so may lead to disciplinary action possibly including dismissal.

## **2.0 Provisions**

### **2.1 Dignity at Work (Bullying, Harassment and Victimisation)**

The IPCC has zero tolerance of harassment, bullying and victimisation. The IPCC therefore makes every effort to provide a working environment free of these behaviours. Clear definitions and procedures relating to this are contained in the IPCC's Dignity at Work procedure.

### **2.2 Terms and Conditions, Family Friendly Arrangements and Flexible working**

Men and women will be paid equally for work rated as equivalent or of equal value in the demands made.

The IPCC supports mothers and fathers by providing a variety of leave entitlements under the IPCC Family Friendly Policy. The IPCC also recognises that staff need a balance between work and home responsibilities. The flexible working options within the Family Friendly Policy aim to provide options in gaining this balance.

Part-time workers will receive no less favourable treatment and will receive a pro-rata of full-time benefits.

### **2.3 Recruitment and Selection Procedure**

The aim of the IPCC's Recruitment and Selection procedure is to recruit the best person for the job. In order to do this, the methods used to attract and select candidates must be free from bias or prejudice on the grounds age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. To achieve this, the IPCC endeavours to ensure that:

- Job descriptions should be relevant and identify the key skills, experience and qualifications necessary to undertake the role. This assists in avoiding direct and indirect discrimination by ensuring that irrelevant and unnecessary attributes are not used during the recruitment and selection process.
- Job advertisements should be placed in publications likely to reach a broad audience within sensible constraints.
- Application forms only seek information necessary to the job. Additional personal information necessary for personnel records (dependants etc) may

be collected after a job offer has been made. Photographs should not be requested with job applications.

- At least one member of the interview panel has been trained in the skills and knowledge required to avoid discrimination.
- All candidates who possess the skills, experience and qualifications for the job are given equal consideration at each stage of the selection process.
- Suitable adjustments will be made for disabled candidates who notify the IPCC of their particular disability.
- Interview questions must relate to the requirements of the job (ie. avoid questions on marital status, children, family intentions etc).
- Selection tests must be specifically related to job and/or career requirements and measure an individual's actual, or potential, ability to do, or train for, the work or career.
- Selection decisions are made only on the basis of the requirements of the job.
- Records of interviews should be kept for six months showing why applicants were, or were not, appointed.

## **2.4 Promotion and Training**

Permanent promotion opportunities will be advertised through open competition, focussing on the skills, abilities and potential of candidates.

Training decisions will be based on merit. No employee should be given more or less training based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, however in some situations, underrepresented groups may be provided with extra training to enable the employee to develop to their full potential.

When training courses are being developed, consideration will be given to all employee needs, including dietary requirements, location, timing and accessibility (with particular reference to disabled staff).

## **3.0 Monitoring**

The IPCC's recruitment, selection and promotion and general policies and practices will be periodically reviewed to ensure that this Diversity in Employment policy is being implemented.

## **4.0 Further guidance**

Internal Resources:

- Staff equality & diversity networks (search iNet for 'staff networks')
- Human Resources Team
- Employee Assistance Programme (search iNet for 'welfare and wellbeing')

External resources:

- Acas National Helpline (tel 0300 123 1100)
- UK National Workplace Bullying Advice Line (tel 0845 22 55787 / 07734 701221)
- Citizens Advice Bureau website at [www.adviceguide.org.uk](http://www.adviceguide.org.uk)
- Equality & Human Rights Commission (tel 0808 800 0082) at <https://www.equalityhumanrights.com/en>
- Age Positive, age diversity at work information at <https://www.gov.uk/government/collections/age-positive>