



Equal Opportunities Policy

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At the time of ratifying this policy and at the time of all subsequent reviews, the author and the owner of this policy are satisfied that this document complied with relevant legislation.

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| Date | Version | Name | Changes |
| 03/03/2011 | 1/Draft | S Stoyanov | Policy created |
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| Related Documents |
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| Equality Scheme 2009 - 2012 |
| Recruitment and Selection of Chief Officers Policy |

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Section 1 INTRODUCTION

- 1.1. Cheshire Police Authority is committed to encouraging and achieving a working environment which is underpinned by fairness to all individuals, where diversity is recognised, encouraged and valued.
- 1.2. This policy document applies to all current staff and applicants.

Section 2 DEFINITIONS

In this document

- 2.1. "Authority" or "Police Authority" means Cheshire Police Authority.
- 2.2. "Member" means a Member of the Cheshire Police Authority.
- 2.3. "Staff" means direct employees of Cheshire Police Authority.
- 2.4. "Applicant" means any person who applies to work for the Authority under the direction of the Chief Executive, or applies for a position, whose recruitment process is managed by the Authority.

Section 3 GENERAL PRINCIPLES

- 3.1. The Authority is committed to building a workforce which is valued and whose diversity reflects the community it serves, enabling it to deliver the best possible service to the community.
- 3.2. The Authority is committed to enabling all staff and applicants to achieve their full potential in an environment characterised by dignity and mutual respect.
- 3.3. Equality of opportunity means that an individual's diversity is viewed positively and, in recognising that everyone is different, valuing equally the unique contribution that individual experience, knowledge and skills can make.
- 3.4. Everyone who works for the Authority, applies to work at the Authority or applies for a position where the application process is managed by the Authority, will be treated fairly and valued equally. All aspects of the application process and work environment will fit the needs of each individual, either by reasonable adjustments or positive action where appropriate.

- 3.5. Staff and applicants will be treated fairly and equally regardless of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation, social and employment status, political affiliation or trade union membership.
- 3.6. Recruitment and selection practices, office arrangements and policies within the Authority will be consistently monitored to ensure the equal opportunities policy is being properly implemented, and where barriers to equal opportunity are identified any necessary changes will be made.
- 3.7. In addition to strict compliance with the law, the efficiency and integrity of the Authority will be improved if it proactively seeks to uphold the principles outlined in this policy and in its Equality Scheme.

Section 4 PRACTICAL APPLICATIONS

- 4.1. Discrimination can occur when assumptions are made that individuals possess characteristics which would render them unsuitable for employment or employment in a specific capacity because of their status and/or membership of a specific group.
- 4.2. There might be circumstances where an occupational requirement makes discrimination lawful. Such exceptions will be clearly stated and decided in line with the current equality legislation and its provisions for such circumstances.

Section 5 DISABILITY

- 5.1. Subject to any statutory restrictions, applicants with disabilities will be given full and fair consideration for all vacancies.
- 5.2. The Authority will make every effort, including but not limited to reasonable adjustments, to retain the services of any employee who becomes disabled.
- 5.3. The Authority will make every effort to provide reasonable adjustment to applicants who disclose a disability on their diversity monitoring form when submitting an application.

Section 6 RECRUITMENT, SELECTION AND PROMOTION

- 6.1. Applicants for posts, whether for recruitment or promotion, shall be given clear and accurate information through advertisements, job descriptions and interviews in order to enable them to assess their own suitability for a post.
- 6.2. The recruitment literature shall not imply that there is a preference for one group of applicants unless there is a genuine occupational requirement, in which case it will be clearly stated.
- 6.3. All job descriptions and job specifications shall include those requirements which are necessary and justifiable for the effective performance of the post holder.
- 6.4. All recruitment and selection processes shall be thorough and conducted on an objective basis. They shall deal only with the applicant's suitability for the job and his/her ability to fulfil its requirements.
- 6.5. The Authority will monitor the composition of its existing workforce and of applicants for jobs (including promotion), and the number of people with protected characteristics within these groups, and will consider and take any appropriate action to address any potential problems of under representation as a result of the monitoring process.

Section 7 POSITIVE ACTION

- 7.1. The Authority may use a positive action during its recruitment process. The actions could include encouraging particular groups to apply, or helping people with particular protected characteristics to perform to the best of their ability (for example by offering support such as reasonable adjustments, targeted advertising, alternative application form formats, advice on completing the application form etc).