

DERBYSHIRE FIRE & RESCUE SERVICE



Derbyshire
Fire & Rescue Service
Making Derbyshire Safer Together

POLICY NOTE

EQUALITY, DIVERSITY AND INCLUSION

SEPTEMBER 2021
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INTRODUCTION	<p>Derbyshire Fire & Rescue Service (DFRS) recognise that equality, diversity and inclusion run through every aspect of the Service. It is of utmost importance in both outward facing service delivery activities and inward facing responsibilities as an employer.</p> <p>The Diversity and Inclusion Strategy outlines the Service's objectives about diversity, inclusion and equality. This policy note details the various aspects listed in the contents to ensure legal compliance and promote DFRS as a good employer and service provider.</p> <p>This policy note should be read in conjunction with the Equality, Diversity and Inclusion Strategy and People Strategy.</p>
THE EQUALITY ACT 2010	<p>The Equality Act 2010 introduced nine protected characteristics with regard to discrimination:</p> <ul style="list-style-type: none">• Age – a person belonging to a particular age (for example 26 year olds) or a range of ages (for example 18 to 30 year olds).

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- Disability – a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on that person’s ability to carry out day-to-day activities. Long-term in this instance would mean that it has affected, or is likely to affect, an individual for at least 12 months.
- Gender reassignment – the process of transitioning from one gender to another.
- Marriage and civil partnership – marriage is no longer restricted to a union between a man and a woman, and now includes same-sex couples. Same-sex couples can also have their relationship recognised as ‘civil partnerships’, which must not be treated less favourably than married couples.
- Pregnancy and maternity – pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth and includes treating someone unfavourably because they are breast feeding.
- Race – a group of people defined by their race, colour and nationality (including citizenship) ethnic or natural origins.
- Religion or belief – religious and philosophical beliefs including a lack of belief.
- Sex – a man or a woman.
- Sexual orientation – whether a person’s sexual and/or romantic attraction is towards their own sex, the opposite sex or both sexes.

The legislation covers three main areas of discrimination:

Direct discrimination – direct discrimination occurs when a person is treated less favourably than another, or than another would be treated in the same or similar circumstances, on the grounds of the protected characteristics.

Indirect Discrimination – indirect discrimination occurs when a rule, requirement or condition is applied equally to all, but has a disproportionate and adverse effect on a particular protected characteristic that **cannot be justified**. The Equality Act does not extend indirect discrimination to pregnancy and maternity, but this may amount to indirect sex discrimination.

Victimisation – occurs when an individual is treated detrimentally because they have made or intend to make a complaint about discrimination or harassment or have given evidence or intend to give evidence relating to a complaint about discrimination or harassment.

<p>THE HUMAN RIGHTS ACT 1998</p>	<p>The Human Rights Act 1998 enables any person to seek the aid of the courts if they feel their rights have been breached by a public body. The Act encourages public authorities such as DFRS to apply human rights principles to decision making to achieve better service provision. Further information about the Act can be found on the Services intranet.</p>
<p>POLICIES AND PROCEDURES</p>	<p>DFRS has several policies, procedures and guidance notes that are designed to ensure that no protected characteristic is discriminated against and that the Service can meet its legal obligations as a service provider and employer.</p> <p>The Service will communicate and consult with its key stakeholders on employment and service delivery matters to enable service improvement and cohesive working.</p> <p>Additional information, toolkits and forms are available on the Equality, Diversity and Inclusion pages on the Service intranet.</p>
<p>EQUALITY STATEMENT</p>	<p>Derbyshire Fire & Rescue Service recognise that equality, diversity and inclusion run through every aspect of the Service. We aim to ensure that everyone is treated with dignity and respect.</p> <p>We will therefore ensure that no service user, employee or job applicant is unfairly discriminated on the grounds of their gender or gender identity or expression, race, religion or belief, ethnic origin, sexual orientation, disability, age, sex, marital status, pregnancy, caring responsibilities or employment status.</p> <p>We will measure and report on the effectiveness of our service delivery and employee policies and processes in relation to these principles. This information will be used to inform future policy and to enhance organisational processes.</p>
<p>PEOPLE IMPACT ASSESSMENTS</p>	<p>A People Impact Assessment (PIA) is a systematic and thorough consideration of how an activity or process may affect individuals and protected groups. It is a risk-based approach to consider whether any of our current or proposed 'activities' have an adverse or positive impact on any of our employees or any members of the community.</p>
<p>BULLYING AND HARASSMENT</p>	<p>Information about bullying and harassment are provided on the Service's intranet. It highlights what bullying and harassment is, and the measures put in place by the Service to deal with it. It also details how to raise a complaint without fear of reprisal or victimisation.</p> <p>The Service is committed to providing a working environment in which employees can work without fear of intimidation, offensive banter, bullying and harassment, especially if this is related to any of</p>

	<p>the protected characteristics as outlined above.</p> <p>The Service will not tolerate or accept bullying and / or harassment and all employees should ensure, so far as is reasonably practicable, that this does not occur. Any action or behaviour found to be in breach of this policy may be regarded as misconduct or gross misconduct and may result in disciplinary action.</p>
POSITIVE ACTION	<p>The general positive action provisions in the Equality Act seek to address disadvantage and under-representation amongst protected groups, not only in employment but also in relation to the provision of services and public functions.</p> <p>DFRS have a joint statement agreed with the Fire Brigades Union for positive action in recruitment.</p>
RECRUITMENT, PROGRESSION AND EXIT	<p>Vacancy and supporting recruitment documentation will not refer to any specific equality criteria unless there is a genuine occupational requirement, which fully meets the provisions of the relevant legislation. Recruitment information will include a statement outlining the Services commitment to equality, diversity and inclusion.</p> <p>Procedures for recruitment and selection, promotion and progression, redeployment or exit from the Service will need to be fairly and consistently applied. Equalities monitoring data will be collated for analysis.</p>
LEARNING, DEVELOPMENT AND TRAINING	<p>To support the aims and objectives of the Equality, Diversity and Inclusion Strategy, all employees and members will be invited to quarterly EDI inductions and any other relevant training. Recruiting managers will be expected to maintain EDI and Unconscious Bias training.</p> <p>A variety of learning materials and courses will be available specific to roles and responsibilities within the Service. The appraisal process should be used to identify any specific equalities training needs.</p>
ENGAGEMENT	<p>The Service is a member of several external professional equality's groups. This is to demonstrate support and commitment to equalities, diversity, and inclusion and to improve employee engagement and relations.</p> <p>The Service will endeavour to actively engage with employees, communities, and key stakeholders to enable them to influence and shape our services and working practices. Details of community engagement and employee network groups are available on the Services intranet.</p>

	Complaints and appreciations on equality, diversity and inclusion issues will be reported to the Inclusion Performance Board and actions to improve will be included in the annual plan.
PROCUREMENT	As part of the procurement process, all suppliers are required to either provide a copy of their inclusion policy or agree to support an inclusion statement provided by DFRS. Equalities is a standard item on the agenda when contracts are reviewed or monitored.
NETWORKS	<p>Employees can access the following employee support networks:</p> <ul style="list-style-type: none"> - Gender - LGBT+ & Allies - Multi-cultural - Wellbeing - Veterans <p>These networks are open to all, regardless of alignment, or lack of alignment, with a certain protected characteristic. These are also open to people who are intersectional; for example, a Veteran who identifies as LGBT+.</p>
DATA ANALYSIS & MONITORING	Equalities monitoring data will be collated in line with the Data Protection Act and analysed to identify areas of concern, improvement, or good practice. This will enable the Service to take appropriate action to address any potential issues and meet the requirements of the Public Sector Equality Duty.
RELEVANT DOCUMENTS	<p>The Equality, Diversity and Inclusion Strategy and associated action plans</p> <p>The People Strategy</p> <p>Further reference to documents can be found on the Diversity and Inclusion pages on the Service Intranet</p>

DOCUMENT HISTORY	
Version no	2.1
Status	Live
Replaces	This Policy Note amalgamates Policy Note Inclusion V2.0 and Service Procedure Inclusion V2.0 with the changes highlighted below. Service Procedure Inclusion V2.0 has been removed from the Intranet. All hard copies should be destroyed.
Summary of changes	<p>This Policy Note has been reviewed and major changes have been made as follows:</p> <ul style="list-style-type: none"> • Title of document changed to Equality, Diversity and Inclusion and terminology updated throughout • Reference to the equality, Diversity & Inclusion Strategy

	<ul style="list-style-type: none"> Protected characteristics reworded Equality Impact Assessment reworded to People Impact Assessment (PIA) Reference to policies, procedures and toolkits on the Service intranet
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Approved by	AM Clive Stanbrook

Revision history

Version	Date	Author	Changes
1.0	October 2018	Davinder Johal	
2.1	May 2021	Rachel Salmon	Policy name changed to Equality, Diversity and Inclusion Equality Impact Assessments changed to People Impact Assessments (throughout) Change in definition of disability EDI inductions added into learning, development and training Networks section added
2.1	September 2021	M Wyldbore-Wood	Review date changed only

Review Period

This Policy Note will be reviewed September 2024.

Distribution

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