



Equality Duty Guidance for Contractors & Suppliers

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The Police and Crime Commissioners of Norfolk and Suffolk are committed to providing an excellent service in all that they do. We desire to have a national reputation that is second to none. We fully acknowledge our influence as a positive force for good within communities and our ability to build community cohesion, provide re-assurance and tackle criminality.

We are committed to ensuring that all members of staff provide a professional service to members of our respective communities. By recognising and valuing individual differences we will develop understanding and increase confidence amongst all groups both within our respective forces and in the community.

We aim to make our organisation reflect the diversity of background and cultures within which we operate. We shall ensure that not only our staff, but all members of the community with whom we come into contact are treated with respect and dignity and not subject to harassment, bullying, victimisation or unjustifiable discrimination.

All members of staff will demonstrate their commitment to these principles and will challenge unacceptable behaviour on the grounds of age, disability, gender, gender reassignment, marital status, race, colour, ethnic or national origin, religion or belief, sexual orientation or any other unjustifiable reason.

In addition we consider it necessary for our partners and organisations who intend to supply goods, works and services on our behalf to have a strong commitment to our diversity principles. It is also necessary for them to be able to demonstrate that steps have been taken to ensure good equality practice and that consideration has been given to provide equality of access to the goods, works and services provided.

Equality Commitment

As part of the public equality duties placed on Commissioners, a commitment to scrutinise equality across age, disability, gender, race, religion and belief and sexual orientation has been established. This in effect means:

We will:

- Eliminate unlawful discrimination and harassment on the grounds of age, disability, gender, race, religion and belief and sexual orientation;
- Promote equality of opportunity;
- Promote good relations and positive attitudes between people of different groups and communities;
- Take steps to meet disabled people's needs even if this requires more favourable treatment;
- Encourage participation by disabled people in public life.

Further information on our Equality Schemes and our commitment to diversity can be found at

<http://www.norfolk-pcc.gov.uk/Equality-Diversity/>

<http://www.suffolk-pcc.gov.uk/equality-and-diversity-statement>

What Does this Mean for Contractors & Suppliers?

We expect that:

- All contracts are delivered in a way that is non-discriminatory, and promotes equality of opportunity for staff, members of the community and partners;
- That goods, works and services provided by contractors and suppliers cater for all potential users. That where necessary reasonable adjustments are made to ensure access to disabled staff and members of the community;
- There is no difference in the satisfaction rate of users or staff from different communities;

- Contractors and suppliers understand the importance of good diversity practice within our forces and the role that plays in increasing community confidence.

Is the Expectation of all Contractors & Suppliers the Same?

Much of the current Equality legislation is applied to all organisations although it is recognised that statutory bodies have additional responsibilities placed upon them. The Commissioners expect potential contractors and suppliers of goods, works and services to demonstrate a commitment to equality. Nevertheless it is recognised that small businesses may not have the advanced policies that larger organisations do. Therefore the following outline the expectations of contractors and suppliers with differing numbers of employees.

Standards for different size contractors and suppliers:

Less than 5 employees

Contractors with fewer than 5 directly employed people must provide a written assurance that the appropriate commitment to diversity will be achieved.

5 to 49 employees

All contractors with between 5 and 49 employees must achieve criteria 1 – 4 listed below:

1. Provision of an equal opportunities / diversity policy in respect of race, gender, sexual orientation, age, religion & belief and disability that covers at least:
 - a) Recruitment, selection, training, promotion, discipline and dismissal;
 - b) Discrimination, harassment and victimisation, making it clear that these are disciplinary offences within the organisation;
 - c) Identification of the senior position with responsibility for the policy and its effective implementation;
 - d) How you communicate the policy to your staff;
 - e) Monitor the diversity policy / statement.
2. Effective implementation of the policy in their recruitment practices, to include open recruitment methods such as the use of job centres, careers service or press advertisements.
3. Regular reviews of the diversity policy / statement.
4. Regular monitoring of applicants by age, gender, disability and ethnicity, followed by regular analysis of the data.

50 or more employees

All contractors with 50 or more employees must achieve criteria 1 – 4 above and the additional criteria 5 – 10 listed below.

5. Provide written instructions to managers and supervisors on equality in recruitment, selection, training, promotion, discipline and dismissal of staff.
6. Provide equality training for managers and any staff responsible for recruitment and selection.
7. In addition to criterion 4 carry out monitoring on the number of employees by age, gender, disability and ethnicity by grade when:
 - a) in post;
 - b) applying for posts;
 - c) taking up training and development opportunities;
 - d) promoted;
 - e) transferred;
 - f) disciplined and dismissed;
 - g) raising grievances;
 - h) leaving employment.
8. If monitoring reveals under-representation of the groups listed in 7 above, to take steps, including positive action, to address any imbalances.
9. Regular reporting and consultation on equality and diversity issues within the workforce.
10. Mention in their recruitment advertisements and publicity literature that diversity and equalities practices are in place.

Questions for Contractors & Suppliers

Information from contractors and suppliers to the following questions (and others) to a greater or lesser degree, dependant on the requirement, may be asked as part of, and at various stages, of any procurement process.

Does your Company have an Equal Opportunities / Diversity Policy or statement? If yes, please provide a copy.

Please provide details of how your Equal Opportunities / Diversity Policy is promoted and implemented.

In the last three years, has any finding of unlawful discrimination i.e. age, disability, race, religion or belief, sex or sexual orientation discrimination been made against your organisation by any court of law or employment tribunal? If so please provide details.

In the last three years has your Company been the subject of formal investigations by either the Commission for Racial Equality, Disabilities Right Commission, Equal Opportunities Commission or the Equality & Human Rights Commission on grounds of alleged unlawful discrimination? If yes, please provide details and what actions have you taken following the investigation. If no, do you actively observe the Codes of Practice and Acts of Parliament in relation to these bodies.

Is your organisation a statutory body? If yes, please provide extensive information about how the authority is progressing and monitoring their public equalities duties. Please provide information on where on your website the equality scheme or separate schemes can be found?

If you are not currently subject to UK legislation, please supply details of your experience in working under equivalent legislation, which, in your country, is designed to eliminate discrimination, including age, disability, race, religion or belief, sex or sexual orientation discrimination and to promote equality of opportunity.

Under the Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 2005 and the Equalities Act 2006 the Authority has specific duties to have due regard to the following:

- a) Eliminate unlawful discrimination and harassment on the grounds of race, gender and disability.
- b) Promote equality of opportunity between men and women, disabled people and other people.

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- c) Promote good race relations between people of different racial groups.
- d) Promote positive attitudes towards disabled people.
- e) Encourage participation by disabled people in public life.
- f) Take steps to meet disabled peoples needs even if this means more favourable treatment.

Please can you indicate how your company would seek to support the Authority in these duties?

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Norfolk Constabulary and Suffolk Constabulary

It is hoped that the goods, facilities or services you are providing are second to none.

However, if we receive any complaints about any aspect of diversity or how you are carrying out our duties under the legislation, we will pass them onto the relevant department or contact. It is required that the individual or department will deal with the complaint promptly and efficiently.

If you require a large print, CD-rom or audio tape version of this brochure, additional statistics, a copy of the Equality Scheme or have any related questions to the information provided here, please contact:

Head of Procurement and Supplies,

Norfolk Constabulary, Operations and Communications Centre, Jubilee House, Falconers Chase, Wymondham. NR18 0WW

or

Suffolk Constabulary, Police Headquarters, Martlesham Heath, Ipswich. IP5 3QS

Or telephone **01953 425699 ext 2886** or **01473 613609**

or email: **matthewsl@norfolk.pnn.police.uk**

Textphone users, please contact us via typetalk on **18001 0116 248 2170**