



East Midland's Police

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# Equality duty guidance for contractors and suppliers



## Equality duty guidance for contractors and suppliers

East Midlands Forces are committed to providing an excellent service in all that we do. 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 communities.

We aim to make our organisations reflect the diversity of background and cultures within which we operate. We shall ensure that not only our staff, but all members of the communities 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 or perceived grounds of age, disability, gender, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation or any other unjustifiable reason.

In addition, we consider it is necessary for our partners and organisations who intend to supply goods, works and services on our behalf to have a strong commitment to our equality 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 East Midlands Forces, equality data is scrutinised across age, disability gender, gender re-assignment, race, religion and belief and sexual orientation.

This helps us to:

- Eliminate unlawful discrimination, harassment and victimisation on the grounds of age, disability, gender, gender re-assignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief and sexual orientation.
- Advance equality of opportunity.
- Foster good relations between different communities.

Further information on our respective equality commitments and objectives can be found at the following police websites:

- [www.derbyshire.police.uk](http://www.derbyshire.police.uk)
- [www.leics.police.uk](http://www.leics.police.uk)
- [www.lincs.police.uk](http://www.lincs.police.uk)
- [www.northants.police.uk](http://www.northants.police.uk)
- [www.nottinghamshire.police.uk](http://www.nottinghamshire.police.uk)

## What does this mean for contractors and suppliers?

We expect that:

- All contracts are delivered in a way that is non-discriminatory and advances equality of opportunity for staff, members of different communities, other statutory bodies, partners and voluntary organisations.
- 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 different communities.
- There is no difference in the satisfaction rate of users or staff from different communities.
- Contractors and suppliers understand the importance of good equality practice within the police and the role that plays in increasing community confidence.



## **Is the expectation of all contractors and 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 police in the East Midlands expect potential contractors and suppliers of goods, works and services to demonstrate a commitment to equality, diversity and inclusion. Nevertheless, it is recognised that small businesses may not have the advanced policies that larger organisations do. Therefore the following outlines 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 equality, diversity and inclusion will be achieved. If following the award of the contract more than 5 people are employed, level 1 must be achieved.

### Level 1: 5 to 49 employees

All contractors with between 5 and 49 employees must achieve criteria 1-4 listed below.

**1.** Provision of an equality, diversity and inclusion policy in respect of age, disability, gender, gender re-assignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief and sexual orientation that covers the following as a minimum:

- recruitment, selection, training, promotion, discipline and dismissal
- commitment to eliminate discrimination, harassment and victimisation, making it clear that these are disciplinary offences within the organisation
- identification of the senior position with responsibility for the policy and its effective implementation
- how you communicate the policy to your staff, volunteers, clients, users and customers
- steps taken to monitor the equality, diversity and inclusion policy.

**2.** Effective implementation of the policy in their recruitment practices, to include open recruitment methods such as the use of job centres, careers service, press advertisements or the internet.

**3.** Regular reviews of the equality, diversity and inclusion policy.

**4.** Monitoring of applicants by age, disability, gender, gender re-assignment, race, religion and belief, sexual orientation followed by regular analysis of the data.

### Level 2: 50 or more employees

All contractors with 50 or more employees must achieve the previous Level 1 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 general equality training for managers, as well as additional equality training for any staff responsible for recruitment and selection.

**7.** In addition to criterion 4, carry out monitoring in the following areas of employment:

- staff in post
- applicants applying for posts
- staff taking up training and development opportunities
- staff promoted
- staff transferred
- staff disciplined and dismissed
- staff raising grievances
- staff leaving employment.

**8.** If monitoring reveals under-representation of any groups in the areas listed in 7 above, there is a necessity to take steps which could include positive action to address any inequality.

**9.** Regular reporting and consultation on equality, diversity and inclusion issues within the workforce.

**10.** Include in any recruitment advertisements and publicity literature that equality, diversity and inclusion practices are in place.



## Questions for contractors and suppliers

Information from contractors and suppliers to the following questions may be asked as part of, and at various stages, of any selection process.

- Does your company/organisation have an equality, diversity and inclusion policy or statement? If yes, please provide a copy.
  - Please provide details of how your equality, diversity and inclusion policy is promoted and implemented.
  - In the last three years, has any finding of unlawful discrimination on the grounds of age, disability, gender, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation 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/organisation been the subject of any formal investigation by the Equality and Human Rights Commission on the grounds of alleged unlawful discrimination? If yes, please provide details about what actions you have taken following the investigation. If no, please describe how you meet the Equality Act 2010 and all the accompanying codes of practice.
  - Is your organisation a statutory body? If yes, please provide extensive information about how the authority is progressing and monitoring their public sector equalities duties. Please provide information on where on your website you publish your equality commitments and objectives.
- 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, gender, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation discrimination and to advance equality of opportunity.
  - Under the Equality Act 2010, the police have specific duties to ensure due regard is taken of the following:
    - a) eliminate unlawful discrimination, harassment and victimisation on the grounds of age, disability, gender, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation
    - b) advance equality of opportunity
    - c) foster good relations between different communities.

Please indicate how your company/organisation would seek to support the police in meeting these duties.





## If I am awarded the contract what might this mean?

In connection with issues of equality, diversity and inclusion the police will, where appropriate pass on the public sector obligations from the equalities duties to the supplier/contractor. This can mean ensuring the contract conditions are inserted that:

- are relevant to the performance of the contract and consistent with the achievement of value for money, whilst not imposing unnecessary burdens that would seriously deter small and medium sized enterprises from competing for contracts
- are compatible with the European Union treaty principles
- clearly state that the contractor or supplier must not discriminate unlawfully under the current equalities legislation
- ensure appropriate standards of conduct/behaviour are met when undertaking the contract, this includes contact with police members of staff or when visiting police premises
- ensure any problems or progress on equality and diversity issues are discussed at the regular contractor meetings.

## Police in the East Midlands

It is assumed that the goods, facilities or services you are providing are excellent. However, if we receive any complaints about any aspect of equality/diversity or how you are carrying out our duties under the legislation, the complaint will be passed onto the relevant department or contact. This complaint will be dealt with promptly and efficiently.

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If you require a large print, audio version or electronic version of this brochure, or have any questions in relation to the information provided, please contact the appropriate police contacts.





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