

EQUAL OPPORTUNITIES POLICY

NATIONAL ASSOCIATION OF RETIRED POLICE OFFICERS

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1. EQUAL OPPORTUNITIES STATEMENT

The National Association of Retired Police Officers (NARPO) is committed to promoting equal opportunities for all members. All members will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**).

2. ABOUT THIS POLICY

2.1 This policy sets out our approach to equal opportunities and the avoidance of discrimination. It applies to all aspects of membership with us, including applications for membership, partaking in all activities of the organisation, training, (disciplinary and grievance procedures for employees) and termination of membership.

2.2 This policy covers all members, employees and officers of the organisation.

3. RESPONSIBILITY FOR THIS POLICY

3.1 The NEC has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. Day-to-day operational responsibility for this policy including regular review of this policy, has been delegated to the CEO.

3.2 All NEC members, branch officials and members must set an appropriate standard of

behaviour, lead by example and ensure that all others, including other members adhere to the policy and promote our aims and objectives with regard to equal opportunities. Officials will communicate this policy to all members by the NARPO communication channels and ensure equal opportunity in all activities and practices of the organisation. The NEC and Branch Officials will be given appropriate training on equal opportunities awareness and equal opportunities for current members and for new members applications. The NEC has overall responsibility for equal opportunities training.

3.3 Members should speak to a branch official about the implementation or any breaches of this policy or depending on the seriousness and urgency of the issue to a member of the NEC. Employees should speak the CEO.

3.4 If you are involved in managing the organisation or applications by new members, or if you have any questions about the content or application of this policy, you should contact the CEO to request training or further information.

3.5 This policy is reviewed every three years by the NEC. Recommendations for change should be reported to CEO or the NEC.

3.6 All Branch officials and members are invited to comment on this policy and suggest ways in which it might be improved by contacting a Regional Representative. Staff should contact the CEO.

4. DISCRIMINATION

4.1 You must not unlawfully discriminate against or harass other people including current and former members, prospective members, officials, staff, suppliers and visitors. This applies when taking part in any aspect of the organisation whether internal or external and on membership related trips or events including social events.

4.2 The following forms of discrimination are prohibited under this policy and are unlawful:

(a) Direct discrimination: treating someone less favourably because of a Protected Characteristic. For example, rejecting a prospective member because of their religious views.

(b) Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified. For example, requiring an officer's role to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

(c) Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.

(d) Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

(e) Disability discrimination: this includes direct and indirect discrimination, any unjustified

less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

4.3 All members have a responsibility to:

- Treat others with dignity and respect.
- Report discrimination, bullying, unfair treatment or harassment which they experience or witness
- Help identify discriminatory practices or procedures and bring these to the attention of a branch official or a member of the NEC.
- Attend mandatory staff training and development events.
- Express opinions constructively with sensitivity and respect.
- Play an active part in delivering the Equal Opportunities Policy.
- The NEC, Branch Officials and staff must attend or undertake any mandatory Equal Opportunity training and development events.

5. MEMBERSHIP APPLICATIONS

5.1 Applications for membership will be conducted against objective criteria and in such a way that avoids discrimination. The provisions, criteria and practices we use will be reviewed regularly to ensure that individuals applying for membership are treated on the basis of the objective criteria for membership.

5.2 Membership applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic.

6. TERMINATION OF MEMBERSHIP

6.1 We will ensure that termination criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

6.2 We will also ensure that any termination of membership is undertaken without discrimination.

7. TERMINATION OF EMPLOYMENT

7.1 We will ensure that termination of employment criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

7.2 We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

8. DISABILITIES

8.1 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

8.2 If you experience difficulties in respect of your membership because of your disability, you may wish to contact the Branch Secretary (or if you are an employee the CEO) to discuss any reasonable adjustments that would help overcome or minimise the difficulty. We may wish to consult with you and your medical adviser about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable, we will explain our reasons and try to find an alternative solution where possible.

8.3 We will monitor the physical features of any premises we use to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access and review other facilities.

9. BREACHES OF THIS POLICY BY MEMBERS

9.1 We take a strict approach to breaches of this policy, which will be dealt with by the Branch of which the individual or individuals are members. Serious cases of deliberate discrimination may result in loss of membership.

9.2 If you believe that you have suffered discrimination you can raise the matter with a Branch Official in the first instance or if this is not appropriate with a member of the NEC. Complaints will be treated in confidence and investigated as appropriate.

9.3 There must be no victimisation or retaliation against individuals who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with by the relevant Branch.

10. BREACHES OF THIS POLICY BY EMPLOYEES

10.1 We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure, as contained in the NARPO Employee Handbook. Serious cases of deliberate discrimination may result in termination of employment.

10.2 If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.

10.3 There must be no victimisation or retaliation against individuals who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

11. RELATED POLICIES

The application of this policy to employees is supported by the following other policies and procedures which are in the NARPO Employee Handbook:

- (a)** Grievance Procedure.
- (b)** Disciplinary Procedure.

12. REVIEW

This policy will be reviewed every three years or more regularly if we identify any non-compliance or problem or in the light of new legislation or best practice which could impact on this policy.

Dated

3rd February 2020