

## EQUALITY AND DIVERSITY POLICY

### 1. INTRODUCTION

This Policy is an integral part of Tayside Contracts' core values, vision and business strategies.

### 2. EQUALITY AND DIVERSITY POLICY STATEMENT

Tayside Contracts' is committed to equality of opportunity both as a service provider and as an employer. Tayside Contracts values the diversity of the communities in its area and works towards providing services which are inclusive and accessible.

Tayside Contracts recognises that social inclusion and promoting equality of opportunity and good relations between different groups can only be achieved by incorporating equalities into the planning, implementation, and monitoring processes for all our services. Tayside Contracts is legally obliged by the Equality Act 2010 to pay 'due regard' to the need to eliminate unlawful discrimination, victimisation and harassment; to advance equality of opportunity and to foster good relations between those people who share a protected characteristic and those who do not.

We recognise that discrimination, victimisation and harassment is unlawful and unacceptable, and we will take action to prevent this occurring. If this does occur, we will take agreed and appropriate action to deal with it.

Tayside Contracts also recognises that, when used legally and appropriately, positive action strategies can help to counteract the adverse impact of past discrimination or other causes of disadvantage. We will therefore implement positive action strategies to make our services more inclusive. This is required by the Equality Act 2010 which requires Tayside Contracts to have due regard to the need to:

- Remove or minimise disadvantage suffered by people due to their protected characteristics
- Take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people

This policy has been revised following the introduction of the Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. It remains compliant with predecessor legislation as unamended and takes account of the Public Sector Equality Duty, stemming from the Act and the Human Rights Act 1998.

This policy should be considered alongside other relevant Tayside Contracts policies, guidance and codes of practice where appropriate but in particular those relating to our duties as an employer.

A handwritten signature in black ink, appearing to read "Frank Reilly".

Frank Reilly, Head of FM and Human Resources

10 08 2020

Date

### **3. SCOPE OF THE DOCUMENT**

The purpose of this document is to set out the statutory requirements placed on Tayside Contracts by the relevant and related legislation. This policy also identifies the strategies we will employ to meet these duties whether we are fulfilling our role as a service provider; an employer; or a strategic partner.

The policy applies to Elected Members and employees. Trade Union representatives are encouraged to support and comply with this policy.

This policy will also inform members of the public and relevant regulatory bodies about this Tayside Contracts' commitment to equality of opportunity and set out its roles and responsibilities.

Partners, contractors and all those in the private who carry out Tayside Contracts' functions or work, including all those organisations and individuals who supply goods or services to, on behalf of, or in partnership with Tayside Contracts – will be informed that Tayside Contracts intends to work in line with the principles stated in this policy. It is intended that they also will adopt these principles as governing principles for the work they carry out with or on behalf of Tayside Contracts.

This policy enables Tayside Contracts to put a framework in place to manage the implementation of the policy and related strategies, review progress, monitor outcomes and report on progress.

### **4. EQUALITY and DIVERSITY POLICY AIMS**

#### 4.1 Principles

The main aim of the policy is to enable Tayside Contracts to comply with our legal duties, and to create a foundation for the management of equality of opportunity at a corporate and service level. Specifically, this includes the General Equality duty from the Equality Act 2010 'to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not.'

The 'protected characteristics' are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Marriage/civil partnership

- Race
- Religion or belief
- Sex
- Sexual orientation

Tayside Contracts recognises the importance of promoting equality. As part of this commitment, Tayside Contracts published its Equal Pay Policy Statement in January 2020 stating the commitment to address occupational segregation in its workforce. It raises awareness and understanding of the problems of sexism and gender stereotyping through the staff induction process and a range of training and development opportunities.

#### 4.2 Assessment of Impact

All existing functions, policies, procedures and strategies that will affect people as service users, members of the public or employees, should be assessed for impact.

Assessment for impact is to ensure that Tayside Contracts understands how a policy will impact on the needs of the general equality duty. This ensures that policies are inclusive and do not cause detriment to people with protected characteristics.

Tayside Contracts has put in place a system and methodology for its assessments of equalities impacts and for reporting on these outcomes in a transparent and accessible way.

### **5. MANAGEMENT OF THIS POLICY**

#### 5.1 Implementation of the Policy

The Equality and Diversity Policy will be published and made available for the public, Elected Members, employees, partners and those who carry out work, or supply goods and services for or on behalf of Tayside Contracts.

Mainstreaming is part of our legal requirements. This means integrating the work on equality into Tayside Contracts' day-to-day work. A updated equalities mainstreaming report will be submitted to the Tayside Contracts Joint Committee in November 2020.

#### 5.2 Roles and Responsibilities

Everyone working for or with Tayside Contracts has responsibilities in relation to promoting equality of opportunity.

Successful implementation of the Equalities Policy will depend on a partnership between Tayside Contracts and the community and should involve:

a) Elected Members - to comply with the Equalities Policy and to provide leadership and support; to engage with the local community and to provide a scrutiny role. As part of their Scrutiny role for equalities, Elected Members have responsibility for ensuring that reports before Committee identify any relevant equalities implications and clearly indicate how the equalities implications will be addressed.

b) Corporate Management Team (CMT) - to comply with the Equalities Policy; to provide leadership and training to staff and support to Members and to enable Divisions/Units to comply with the Equality and Diversity Policy; to oversee and monitor compliance.

c) Employees - to comply with the Equality and Diversity Policy, to undertake training where appropriate and to challenge unhelpful cultures and traditions and to engage with the community. All employees have responsibilities as well as rights in relation to implementing the Equality and Diversity Policy. Training will be provided for employees, together with guidance and information to enable everyone to positively promote equality of opportunity and good relations between different groups.

d) Partners, Contractors and Suppliers - We will work with partners to ensure good equalities practice is shared and that they adopt the principles of equality to enable them to comply with the law.

## **6 COMMUNICATION AND CONSULTATION**

### **6.1 Communication**

All internal and external communication media will be checked to ensure they comply with the commitments expressed in the Equality and Diversity Policy. We will communicate the outcomes we are working towards and progress made to achieve those outcomes. This will include publishing monitoring and mainstreaming information and data as required by law.

### **6.2 Consultation**

Consultation will be carried out with the public and employees including Trade Unions as relevant, including in relation to the likely impact of proposed policies.

### **6.3 Training and Development**

Regular assessments will be carried out to ensure everyone who requires it will receive appropriate levels of briefing/training to enable them to carry out their roles effectively and deliver their legal responsibilities in relation to equality.

## **7 POLICY REVIEW**

The Equality and Diversity Policy will be reviewed at three yearly intervals, or as required by legislative changes.

## **8 GENERAL DATA PROTECTION REGULATION**

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

**Should you have any queries or require further clarification regarding any aspects of this policy or if you would like this document translated into another language or in another format such as audio or large print then please contact Monika Majkutowska, Equalities and Communications Officer on 01382 834065 or [monika.majkutowska@tayside-contracts.co.uk](mailto:monika.majkutowska@tayside-contracts.co.uk)**