Application: Police Service of Northern Ireland

[redacted]

Workplace Equality Index

Summary

ID: WEI22-7677912858

s.F31

s.F31(1)

s.F31(1)(a)

s.F31(1)(b)

s.F40

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(A)(a)

Data protection and privacy statement

Completed - 17 Aug 2021

Form for "Data protection and privacy statement"

This is my form.

Before starting your Workplace Equality Index submission, please read the following very carefully.

It sets out how Stonewall will use the information you submit.

Please note that we have updated our privacy policy. We now ask, wherever possible, that you redact personal data from your evidence.

Data protection and privacy statement

This privacy statement sets out how Stonewall uses and protects any information that you give Stonewall when you use this website.

Stonewall is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Stonewall may change this statement from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This

statement is effective from 15/06/2021.

Stonewell agree to comply the with any applicable legislation relating to data protection or privacy of individuals, the "Regulation" (which means Regulation (EU) 2016/679 of the European Parliament and the Council ("General Data Protection Regulation") and its national implementing laws, as well as any applicable laws or regulations on cyber security ("Data Protection Laws").

Data controller and processors

Stonewall Equality Ltd acts as Data Controller for all data processed for the Workplace Equality Index, Global Workplace Equality Index, Schools and College Awards and CYPS Awards. We use SMApply as a third-party data processor for the purposes of secure storage and have appropriate contracts and procurement checks in place to ensure they both comply with our terms set as Controller as well as all relevant data protection laws.

What we ask you to submit

Whilst registering and completing a submission, we may ask you to submit the following information:

• Names and job titles of submitters and collaborators
• Contact information including email address of submitters and collaborators
• Information about your organisation, such as postcodes and sector
• Information and files as supporting evidence for submissions such as:
- Policies
- Communications
- Screenshots of intranet posts
- Descriptions of processes and ways of working
- Examples of training
- Case studies
- Schools/Colleges only: photographs (see additional information below)
- Schools/Colleges only: screenshots of school procedures/systems, e.g. SIMS
- Schools/Colleges only: minutes/agendas from Governing Body meetings

Our lawful basis for processing the names, job titles, and contact information of submitters

and collaborators is contractual.

Please note that whilst completing your submission you may be asked to provide pieces of evidence that reference individuals, such as personal profiles. Wherever possible you should redact personal data from this evidence, for example by covering names and photographs. If you do need to share personal details (for example for an individual award nomination), it is your responsibility to ensure you have the permission of the individual to share this information with Stonewall. We are relying on third party consent to process this data, so it is imperative that you receive explicit permission. Schools and Colleges should never submit details that can identify individual children.

What we do with the information you submit

Stonewall may use the information you submit for the following purposes related to the Workplace Equality Index and to further LGBT equality and inclusion in the workplace:

• Stonewall will use the information you submit to review, score and rank your organisation in comparison to other entrants.
• The information supplied is confidential between Stonewall and the applicant/organisation.
• Any ranks outside of the Top 100 will remain confidential between Stonewall and the applicant/organisation.
• Any scoring or comments made on the submission is confidential between Stonewall and the applicant/organisation, except for purposes outlined below.
• Aggregated scores, information and data may be used to identify national, regional and sector trends and patterns of work. This information may be published in Stonewall resources or publications. Where individual organisations or individuals are named, permission to do so will be sought.
• Individual practice, where deemed good practice by Stonewall, may be shared with other organisations either directly through Stonewall Account Managers, or within resources produced by Stonewall. Before any practice is shared, permission will be sought from the organisation in question.
• Demographic data about your organisation, for example number of employees, will be used for internal record keeping, aggregated analysis that may be published, and to improve our offers and services.

Stonewall may use the information you submit for the following purposes related to the School

and College Champion Awards and to further LGBT equality and inclusion in schools and colleges:

• Stonewall will use the information you submit to review your school or college against the criteria for the School or College Award for which you are applying.
• The information supplied is confidential between Stonewall and the school or college.
• Any scoring or comments made on the submission are confidential between Stonewall and the school or college, except for purposes outlined below:
- Individual practice, where deemed good practice by Stonewall, may be shared with other schools or colleges either directly by the Stonewall Education Team, or within resources produced by Stonewall. Before any practice is shared, permission will be sought from the school or college in question.
- Demographic data about your school or college, for example whether you are a primary or secondary school, will be used for internal record keeping and to improve our offers and services.

Stonewall may use the information you submit for the following purposes related to the CYPS Award and to further LGBT equality and inclusion:

• Stonewall will use the information you submit to review, score and rank your organisation in comparison to other entrants
• The information supplied is confidential between Stonewall and the applicant/organisation.
• Any scoring or comments made on the submission is confidential between Stonewall and the applicant/organisation, except for purposes outlined below.
• Information and data may be used to identify national and regional patterns of work. This information may be published in Stonewall resources. Where individual organisations or individuals are named, permission to do so will be sought
• Individual practice, where deemed good practice by Stonewall, may be shared with other organisations either directly through Stonewall Account Managers, or within resources produced by Stonewall. Before any practice is shared, permission will be sought from the organisation in question
• Demographic data about your organisation will be used for internal record keeping and to improve our offers and services

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and

managerial procedures to safeguard and secure the information we collect online.

Data retention and access

For the Workplace Equality Index and Global Workplace Equality Index, we will endeavour to hold and provide access to your submissions on Stonewall Submit for four years after the submission deadline. However, it is your responsibility to retain an internal copy of your submission. After 4 years, your submission will be deleted from our systems.

For Education and Youth awards, we will delete your submission from our systems once your result has been returned to you. It is your responsibility to retain an internal copy of your submission.

When individuals change roles or leave an organisation, we will transfer submission access to verified new contacts at the organisation.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal and organisational information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Laws. Please visit our wider Privacy Policy under 'Your Rights' to see how to do this.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address or:
• memberships@stonewall.org.uk for queries related to the Workplace Equality Index or Global

Workplace Equality Index

• education@stonewall.org.uk for queries related to School Champion Awards and College Champion Awards

• cyps@stonewall.org.uk for queries related to CYPS Champion Awards

We will promptly correct any information found to be incorrect.

Survey Monkey Apply data protection and privacy

This site has been built and is managed using Survey Monkey Apply, an online application system.

You can find the Survey Monkey Apply privacy statement here.

You can find the Survey Monkey Apply security statement here.

Stonewall privacy policy

You can find the main Stonewall privacy policy here.

Please tick here to show us you've read and understood the Stonewall data protection and privacy policy.

I've read and understood the data protection and privacy policy

About your organisation

Completed - 4 Oct 2021

Form for "About your organisation"

This is my form.

Organisation name

Please note: this is the name that will be used in the Top 100 Employers report and associated publications if your organisation receives an award.

Police Service of Northern Ireland

Which of the following best describes your sector type?

Public

Which sector best fits your organisation?

Government & Regulators

Which part of the UK is your organisation headquartered in?

Northern Ireland: County Antrim

What is the postcode of your organisation's UK headquarters?

BT5 6LD

Which of the following parts of the UK does your organisation have offices, premises or branches in?

Responses Selected:

Northern Ireland: County Antrim

Northern Ireland: County Armagh

Northern Ireland: County Down

Northern Ireland: County Fermanagh

Northern Ireland: County Londonderry

Northern Ireland: County Tyrone

How many employees does your organisation have in the UK?

9577

Does your organisation have apprenticeships in the UK?

Yes

How many apprentices does your organisation have in the UK?

12.96FTE

Does your organisation have volunteers in the UK?

No

Section 1: Policies and benefits

In Progress - Last edited: 5 Oct 2021

Form for "Section 1: Policies and benefits"

This is my form.

Section 1: Policies and benefits

This section examines the policies and benefits the organisation has in place to support LGBT staff. The questions scrutinise the policy feedback process, policy content and provision of specific support.

1.1 Does the organisation have a process to ensure all employees can feedback on the inclusiveness of relevant policies (for example, HR policies)?

Guidance:

* This should be open to all employees and across all relevant policies.
* Relevant policies include HR policies, for example leave policies.
* If feedback does not trigger immediate reviews, there must be regular, periodic policy reviews that consider the feedback.

Yes

Describe the process, how it is communicated, and what action the feedback triggers (max. 500 words).

All HR standard operating procedures (SOPs) are developed by subject matter experts in consultation with all Staff Associations and Minority Support Associations (MSA) and other representative groups/stakeholders who will provide feedback that is used to shape and re-draft the content.
The process for reviewing our existing policies and/or creation of new policies begins with initial research being undertaken by an identified responsible owner. Initial research can include discussions with external organisations, benchmarking exercise with other similar forces and/or reviewing best practice.
A first draft is compiled and shared via email with relevant stakeholders (including all Minority Support Associations who will be expected to share the draft with their members and gather their views) and feedback is collated within a six week timeframe. A revised version is drafted, having analysed the feedback and an updated version is then shared for final consultation by email and a section 75 screening is complete.
The final SOP will be ratified by the appropriate governance group and then it is published on HR pages on PO!NT. The SOPs are scheduled to be reviewed by the subject matter experts at agreed periodic intervals and staff representatives will be involved also.
The outcome of a grievance, Industrial Tribunal or other legislative changes are also factored into HR policies - these may lead to out of cyclical reviews.

Describe any previous outcomes of the process (max. 500 words).

HR received feedback from the Minority Support Associations (MSA) that the Dignity At Work suite (Mediation, Grievance and Bullying & Harassment policies -launched in 2019) was not fit for purpose. Some of the main concerns raised included timelines that were not achievable and criteria set for accepting grievances was not inclusive.

As a result of this feedback a post-implementation review was conducted to ascertain what the issues were. A series of interviews were held with each MSA and Staff Association to listen and understand their concerns - e.g. some felt that there was a lack of understanding of mediation as a way of informally resolving issues. An in-depth report was written outlining the findings of this review and a number of recommendations were made as a result. The paper was considered by the Director of HR and these recommendations are now being implemented. They include a targeted promotion of the mediation process including a communication plan being drafted to raise awareness of mediation process and the grievance and bullying & harassment policies are now being completely rewritten.

As a result of other feedback received, the PSNI has a new SOP out for consultation for Challenging Inappropriate/Offensive behaviour and it contains the following specific wording: The Police Service NI has zero tolerance on discrimination, bullying or harassment on the grounds of age, disability, gender identity, gender reassignment, race, religious or political beliefs, sexual orientation, marriage and civil partnership, pregnancy and maternity.

1.2 Does the organisation have a policy (or policies) that includes the following? Tick all that apply.

Guidance:

• The policy (or policies) should clearly state that the organisation will not tolerate discrimination, bullying or harassment against employees on the grounds of sexual orientation or gender identity and/or trans identity.

• These may be listed along with other protected characteristics.

Responses Selected:

A. Explicit ban on discrimination, bullying and harassment based on sexual orientation (bronze award requirement)

B. Explicit ban on discrimination, bullying and harassment based on gender identity and gender expression (bronze award requirement)

F. Clear information about how to report an incident and how complaints are handled

Upload the selected policies with the relevant sections highlighted.

Equal Opportunities Statement.docx

Filename: Equal Opportunities Statement.docx **Size:** 343.8 kB

Dignity at work Final Nov 2019.docx

Filename: Dignity at work Final Nov 2019.docx **Size:** 765.8 kB

PSNI Final report Equality Diversity and Good Relations.DOCX

Filename: PSNI Final report Equality Diversity and Good Relations.DOCX **Size:** 74.0 kB

Provide a brief description of the policy/policies you have uploaded (max. 200 words).

Attached is our Equal Opportunities Statement and Dignity At Work policies which include mediation, grievance and bullying & harassment policy.

HR are currently revising its guidance documents in a phased approach. A new template has been developed for Standard Operating Procedures and this contains the following wording in the opening paragraph: The PSNI is committed to promoting and supporting staff and officers throughout their career regardless of religious belief, political opinion, racial group, age, marital status, sexual orientation, gender, those with or without a disability and persons with or without dependants. The PSNI is further committed to promoting good relations between persons of different religious belief, political opinion and racial group.

Also attached is a recent audit of our Equality, Diversity & Good Relations strategy, which sets out our commitment to meet our statutory obligations and promote equality and good relations under Section 75 of the Northern Ireland Act 1998.

1.3 Where the organisation has the following family and leave policies, do they use gender-neutral language and explicitly state that they are applicable regardless of gender? Tick all that apply.

Guidance:
• The policies should explicitly state that they apply regardless of the employee or the employee's partner's gender.
• The policies should avoid gendered language and pronouns, for example, by using the term 'partner' instead of 'husband' or 'wife'.

Responses Selected:

A. Adoption Policy

B. Special or Compassionate Leave Policy

C. Maternity Policy

D. Paternity Policy

E. Shared Parental Leave Policy

Upload the selected policies.

New and Expectant Parents Guide v2.docx

Filename: New and Expectant Parents Guide v2.docx **Size:** 112.7 kB

Special Leave Policy.docx

Filename: Special Leave Policy.docx **Size:** 560.7 kB

Shared Parental Leave.pdf

Filename: Shared Parental Leave.pdf **Size:** 575.9 kB

Provide a brief description of the policy/policies you have uploaded (max. 200 words).

New and Expectant Parents Guide incorporates Maternity, Maternity Support Leave, Adoption.

Special Leave Policy incorporates Dependents, Compassionate, Domestic Crisis and Fertility Treatment Leave.

Shared Parental Leave is a standalone Policy.

The Guide and Policies each state that their content applies regardless of the employee's age, disability, race, ethnicity, religion/belief, sex, gender identity, gender expression, sexual orientation, marriage, civil partnership, pregnancy or maternity characteristics. A Partner gender is not specifically mentioned however the documents routinely make references spouse / partner. None of the documents use the gendered terms cited in the criteria.

1.4 Does the organisation have a trans inclusion policy that covers the following?

Guidance:

• This policy should contain information about the inclusion of all trans employees, regardless of whether they are currently transitioning.

• C – guidance must make clear that all trans employees can use the facilities (e.g. toilets, changing rooms) they feel most comfortable using and should explain your commitment to introducing gender-neutral facilities, if not already widely available.

• D – guidance on dress code should be offered regardless of whether you have a uniform or dress code policy. This should make clear that all employees, including trans and non-binary employees, are encouraged to wear the uniform or dress that they feel most comfortable in. If you provide a uniform, this should include provision for gender fluid employees to have multiple uniforms.

Responses Selected:

B. Information on language, terminology and trans identities, including non-binary identities

Upload the selected policies.

Equal Opportunities Statement.docx

Filename: Equal Opportunities Statement.docx **Size:** 343.8 kB

EDI pages.jpeg

Filename: EDI pages.jpeg **Size:** 179.5 kB

Provide a brief description of the policy/policies you have uploaded (max. 200 words).

Equal Opportunities Statement and we have uploaded information on to our recently launched Equality, Diversity & Inclusion pages on PO!NT. On these pages we have included a section to advise on appropriate terminology and how to be an ally.

1.5 Does the organisation have a policy (or policies) to support employees who are transitioning that covers the following? Tick all that apply.

Guidance:

• This could be contained within a trans inclusion policy, could be supportive guidance to a trans inclusion policy, or could be in a stand-alone transitioning at work policy.

• This should be explicitly non-binary inclusive.

• A and C – these should include a commitment that the employee will be allowed the time off that they need for transition-related treatments or appointments and that any leave will be recorded separately to sick leave.

Responses Selected:

A. Work related guidance for an employee who is transitioning (bronze award requirement)

B. Work related guidance on the process for an employee to change their name and gender marker on workplace systems

C. Work related guidance around data protection and confidentiality

D. Work related guidance for managers on how to support an employee who is transitioning (bronze award requirement)

E. Work-related guidance for employees on how to support a colleague who is transitioning

Upload the selected policies.

Transitioning at Work SOP.docx

Filename: Transitioning at Work SOP.docx **Size:** 86.5 kB

Gender Neutal Toilets and Changing Facilities ToR -names removed.docx

Filename: Gender Neutal Toilets and Changing Facilities ToR -names removed.docx **Size:** 103.9 kB

InkedGender Neutral facilities POINT.jpg

Filename: InkedGender Neutral facilities POINT.jpg **Size:** 847.1 kB

Provide a brief description of the policy/policies you have uploaded (max. 200 words).

The PSNI has recently had its Transitioning at Work Policy ratified at the People & Culture Board. This standalone policy is to assist officers and staff when an individual informs the organisation that they either intend to or have already began to transition to another gender.
The policy provides guidance on the process for an employee to change their name on workplace systems and highlights data protection and confidentiality. It outlines the relevant legislation, responsibilities of line managers and individuals. The policy also provides support and guidance to line managers of the process to follow.

This Policy has been through an extensive consultation exercise with employees who will be affected directly by the policy, Staff Associations, Minority Support Associations, Diversity Support Associations and Legal Services. Feedback was mainly positive with some comments around terminology and language used and the title, which was subsequently changed from Gender Reassignment Policy to Transitioning at Work Policy. The feedback has helped us shape this policy into a more meaningful and supportive document.
The governance process included endorsement by The Being Representative and Inclusive Group and subsequent approval by the People and Culture Board in September 2021, and is anticipated to launch in November 2021.

1.6 Does the organisation have a formal commitment to introduce gender-neutral facilities in all its buildings?

Guidance:

• If gender-neutral facilities are not already available in all buildings, this should be a formal commitment to introduce gender-neutral facilities in any new builds or to gender-neutral facilities being a requirement of any new leases.

• This should be a commitment that's signed off by senior leaders and published internally.

• Provision of gender-neutral facilities should be in addition to accessible facilities.

Yes

Provide a brief description of the organisation's current provision, its commitment to introducing gender-neutral facilities and how this has been formalised (max. 500 words).

The proposal paper for introducing gender-neutral facilities across all of the police estate was submitted by LGBT Network and was ratified at our strategic governance group - People & Culture Board, chaired by the Chief Constable.

A working group was set up to explore the practicalities of making this a reality. The working group involves people from the Equality, Diversity & Inclusion Team, LGBT+ Network, representatives from the Police training college, Estates Services and our Legal team.

A pilot site has been identified in the Police training college, whereby they will introduce gender neutral facilities on campus. The working group are also currently exploring what police stations already have gender neutral facilities and also looking at what locations can be made into gender neutral facilities with appropriate signage. A further review will be conducted with Estates Services to see what locations will need to have gender neutral facilities built in them.

1.7 Does your organisation provide healthcare insurance to your UK employees?

Your answer will direct you to the correct question for 1.7.

No

1.7 In the last three years, has the organisation scrutinised and developed the LGBT inclusivity of its mental health support provision?

Guidance:

• Provision could include your employee assistance programme, affiliated counselling services or internal mental health first aiders.

• Scrutiny should be specific, such as asking about a provider's LGBT-specific training for frontline employees.

• This should include at least one action you've taken in the last three years.

No

1.8 Has the organisation reviewed other policies to ensure they are LGBT inclusive?

Guidance:

• This might include menopause or andropause policies.

• This might also include domestic abuse policies.

Yes

Upload the selected policies.

psni_menopause_guidance_booklet_-_final.pdf

Filename: psni_menopause_guidance_booklet_-_final.pdf **Size:** 172.2 kB

Provide a brief description of the policy/policies you have uploaded (max. 200 words).

The PSNI currently has workplace guidance in relation to the Menopause including reference to Andropause.

HR have developed a template and guidance to be used when standard operating procedures are being devised or reviewed this includes the statement: The PSNI is committed to promoting and supporting staff and officers throughout their career regardless of religious belief, political opinion, racial group, age, marital status, sexual orientation, gender, those with or without a disability and persons with or without dependants. The guidance also requires all documents to be screened.

The following question is for information gathering purposes only and is not scored.

1.9 Are the organisation's compassionate and/or special leave policies inclusive of loved ones/chosen families/close support networks and supporting someone through transition?

Guidance:
• Chosen families are people who an employee considers to be family, but who have no legal or biological connection to them.
• Chosen families, loved ones and close support networks can be particularly significant to those who are estranged from their families, an issue that disproportionately affects LGBT people.
• Policies should be clear that employees are entitled to the same leave when it relates to their loved ones/chosen family/close support networks as when it relates to their biological or legal family members.
• Special leave policies should explicitly include provision to support someone through transition, for example accompanying them to medical appointments.

No

Section 2: The employee lifecycle

In Progress - Last edited: 5 Oct 2021

Form for "Section 2: The employee lifecycle"

This is my form.

Section 2: The employee lifecycle

This section examines the employee lifecycle within the organisation, starting with recruitment practices and finishing with exit processes. The questions scrutinise how the organisation engages and supports employees throughout their journey in the workplace.

2.1 When advertising for external appointments, how does the organisation attract LGBT talent? Tick all that apply.

Guidance:

• These actions should not be limited to HR or Diversity & Inclusion related roles.

• A – this can include taking recruitment materials to Pride events and should have taken place in the last year.

• B – evidence should include screenshots of a job pack or job page from the last year.

• C – this can be a link to a webpage.

Responses Selected:

A. Advertising on or recruiting from LGBT or diversity websites, fairs and events

B. Include a statement around valuing diversity, explicitly inclusive of LGBT people in job packs and pages (bronze award requirement)

C. Include information about your LGBT employee network group or LGBT inclusion activities in all job packs and pages

Upload evidence for the selected options.

PSNI- ADVERT - SCIENTIFIC SUPPORT ROLES.pdf

Filename: PSNI- ADVERT - SCIENTIFIC SUPPORT ROLES.pdf **Size:** 1.2 MB

Web capture_5-10-2021_162527_www.joinpsni.co.uk.jpeg

Filename: Web capture_5-10-2021_162527_www.joinpsni.co.uk.jpeg **Size:** 1.0 MB

Describe the evidence uploaded (max. 200 words).

The PSNI is fully committed to attracting talent from under-represented groups and includes the following inclusive welcoming statement on the landing page of our recruitment website (www.joinpsni.co.uk) and on all of our police officer/staff advertisements: "The PSNI is committed to being representative of the community we serve and welcomes all applicants interested in a career in policing."
https://www.joinpsni.co.uk/police-officer/why-join

For our last recruitment campaign, we held two recruitment events in liaison with the Rainbow Project and our LGBT Network in Belfast and Newry specifically to encourage members of the LGBT community to apply and to respond to queries. We have engaged with our LGBT Network and external LGBT organisations to inform the advertising campaign for our forthcoming police officer campaign. We will be undertaking a programme of outreach activities in local communities to encourage under-represented groups to apply and are planning further specific recruitment events targeting the LGBT community. We advertise all of our career opportunities across social media and our LGBT Network regularly shares these posts. We also advertise our larger competitions in GNI magazine and Pink News.

2.2 Does the organisation provide guidance or training for all employees with recruitment responsibilities on how to carry out inclusive recruitment?

Guidance:

• This should be specific to recruitment and include LGBT content.

• This should be provided to all employees involved in recruitment, not just HR teams.

• Best practice would be a checklist of inclusive practices that recruiters complete when they carry out a recruitment round. This might include, for example, sharing their pronouns at the start of an interview, if they feel comfortable doing so.

Yes

Upload evidence of guidance or training.

PSNI Webinar series - Joining Instructions 300620.pdf

Filename: PSNI Webinar series - Joining Instructions 300620.pdf **Size:** 1.4 MB

Describe the format of the guidance and the content you have uploaded (max. 500 words).

Staff members attached to Internal Resourcing and External Recruitment have completed 'Recruiting Fairly' training facilitated by the Equality Commission NI. All assessors conducting internal selection, promotion and external recruitment processes are provided with an Equality, Diversity & Inclusion briefing and are required to sign an associated declaration of their understanding of requirements in this regard. Throughout the reporting period, the Police College also facilitated an Unconscious Bias Masterclass that was open to all police officers and police staff to attend.

2.3 What information does the organisation supply to all new employees (external appointments) when being inducted into the organisation? Tick all that apply.

Guidance:

- Content for all options can be supplied in person, online (through a video or post), or on paper.
- A – the message should explicitly refer to LGBT inclusion, including bi, non-binary and trans inclusion.
- C – relevant policies are those covered in Section 1.

Responses Selected:

A. Explicit message on the organisation's commitment to LGBT inclusion (bronze award requirement)

B. Information on the LGBT employee network or allies programme/initiative

C. Information on relevant policies and the organisation's commitment to ensuring they are LGBT inclusive

Upload evidence for the selected options.

Final EDGR Strategy 2017 to 2022.doc

Filename: Final EDGR Strategy 2017 to 2022.doc **Size:** 223.7 kB

Briefly describe the induction process and at what point the new starter receives the above information (max. 500 words).

Student Officers (new employees)

Prior to coming into Police College NI and being employed by the PSNI, new Student Officers complete an online induction package where they are advised of Section 75 Northern Ireland Act 1998 and of the PSNI's commitment to it via the PSNI Equality Scheme 2017-22 and promoting equality of opportunity and good relations across nine categories including Sexual Orientation and Gender. They are also introduced to the Student Officer Code of Ethics and the Student Officer Conduct Procedures and they are advised that these are the standards of behaviour upheld by the organisation. These documents talk about the PSNI's commitment to equality and the protection of people from harassment or discrimination on account of a person's sexual orientation or gender (among others) and outline discipline procedures if these standard are not met. On arrival into the College on their second week of employment (first week of employment is remote learning), new Student Officers will see a 45 second video produced by the organisation's LGBT+ network, which is displayed every 7 minutes on screens in the students' classroom area and in the canteen. This outlines the work done by the LGBT+ Network and directs them to their page on the organisation's internal website, which has extensive information about News, Who they are, What they do, How to join and Members Resources. Within the news articles are stories from Senior Officers outlining the organisations commitment to creating an inclusive and supportive organisation for LGBT+ members and also highlights the LGBT+ allies initiative. Information used to also be provided during an information evening with the students, however this had to be paused due to Covid. Plans are in development to easier signpost student officers to the LGBT+ Network and other staff support associations. The Chair of the LGBT+ Network has recently joined the staff at Police College NI and further work is planned to increase the inclusion message across the college for new staff, including regular Inclusion Support Group meetings, identifying SPOCs to support new staff when they join the organisation, and reviewing practical assessment documents to include gender neutral pronouns.

New Police Staff

New staff complete an online induction package during which they are signposted to support organisations including the LGBT+ Network. They are also advised of Section 75 Northern Ireland Act 1998 and of the PSNI's commitment to it via the PSNI Equality Scheme 2017-22 and promoting equality of opportunity and good relations across nine categories including Sexual Orientation and Gender. Also new staff will have the same access to information and inclusion message delivered to Student Officers.

2.4 Does the organisation enable non-binary employees to have their identities recognised on all employee-facing workplace systems?

Guidance:

• Examples include the option to choose a gender marker other than male or female and being able to use gender-neutral titles, such as Mx.

• Alternatively, you could consider removing gender markers and titles from your systems altogether.

• You will receive more marks if at least one example is specific to gender fluid people, for example the ability to have multiple passcards with different forms of gender expression.

Yes

Describe how non-binary identities are recognised on workplace systems, including at least two examples (max. 500 words).

The HR system has been updated to allow the gender neutral title Mx to be selected under an individual's personal data. This will be displayed on their address on outlook. Identification passes must be worn at all times on a police estate - these are not gender specific

2.5 Does the organisation provide all-employee training on compliance with its discrimination, bullying and harassment policies, including the following:

Guidance:

• The training should reach as many employees as possible across your organisation.

• Training content should explicitly mention LGBT people and cover lesbian, gay, bi and trans in the context of each option selected.

• Examples of content you could upload are case studies, e-learning screenshots or PowerPoint presentations.

• Training can be provided in-person or digitally.

A. Organisational policy and legislation (bronze award requirement)	None
B. Examples of biphobic, homophobic and transphobic discrimination, bullying and harassment	None
C. Examples of discrimination, bullying and harassment on the basis of multiple identities	None
D. How to challenge biphobic, homophobic and transphobic discrimination, bullying and harassment	None
E. How to report biphobic, homophobic and transphobic discrimination, bullying and harassment	None
F. A clear route for feeding back on the inclusion or representation of employees' identities in the training	None

2.6 In the past year, which of the following messages have appeared in internal communications to all employees? Tick all that apply.

Guidance:

• Communications uploaded should have been sent or made available to all employees (or as many as geographically possible through the specific communication method). In your uploaded evidence, make clear who/how many employees the communication reached.

• Evidence could include emails and screenshots of intranet posts.

• A – communications can focus on specific awareness days/events, such as LGBT History Month, Pride and/or IDAHOBIT (International Day Against Homophobia, Biphobia and Transphobia).

• B – communications can focus on specific awareness days/events, such as Bi Visibility Day and/or Pan Visibility Day.

• C – communications can focus on specific awareness days/events, such as Trans Day of Visibility, Trans Day of Remembrance and/or Trans Pride.

• D – communications can focus on specific awareness days/events, such as Non-Binary People's Day.

• A, B, C and D – you are required to meet at least one of these criteria to receive a bronze award.

Responses Selected:

A. Information about LGBT identities and experiences (bronze award requirement)

B. Information about bi identities and experiences (bronze award requirement)

C. Information about trans identities and experiences (bronze award requirement)

E. Information about the LGBT Employee Network Group and/or allies activity

G. Information about the importance of pronouns and pronoun introductions

Upload evidence for selected options.

screenshot -IMPORTANCE OF PRONOUNS.pdf

Filename: screenshot -IMPORTANCE OF PRONOUNS.pdf **Size:** 332.7 kB

InkedCallSign Issue 159 August 2021 page 38_LI.jpg

Filename: InkedCallSign Issue 159 August 2021 page 38_LI.jpg **Size:** 894.5 kB

SCREENSHOT - INFORMATION ABOUT TRANS IDENTITIES AND EXPERIENCES.docx

Filename: SCREENSHOT - INFORMATION ABOUT TRANS IDENTITIES AND EXPERIENCES.docx **Size:** 407.5 kB

SCREENSHOT 2.6.docx

Filename: SCREENSHOT 2.6.docx **Size:** 202.4 kB

Screenshot_20211004-160523_Samsung Internet.jpg

Filename: Screenshot_20211004-160523_Samsung Internet.jpg **Size:** 625.7 kB

Point articles tagged to LGBT.docx

Filename: Point articles tagged to LGBT.docx **Size:** 15.6 kB

SCREENSHOT - INFORMATION ABOUT LGBT IDENTITIES AND EXPERIENCES.pdf

Filename: SCREENSHOT - INFORMATION ABOUT LGBT IDENTITIES AND EXPERIENCES.pdf **Size:** 289.1 kB

Provide date for option A:

30 Jul 2021

Provide date for option B:

23 Sep 2021

Provide date for option C:

31 Mar 2021

Provide date for option E:

16 Jun 2021

Provide date for option G:

30 Jun 2021

2.7 Does the organisation proactively recognise contributions to LGBT inclusion activity during employee performance appraisals?

Guidance:

• The onus should be on the employer/manager to make clear that contributions to LGBT inclusion (such as network group activity) align with organisational values and count towards diversity and inclusion objectives.

• This should be systematic and applied to all performance appraisals, not just those of the network leads.

• Recognition doesn't have to be financial.

No

2.8 Does the organisation identify and act on any LGBT inclusion issues raised at exit interviews or on exit surveys?

Guidance:

• This can be part of a wider question about diversity and inclusion at the organisation.

• Answers should detail how all employees are given opportunities to raise any issues relating to discrimination (homophobia, biphobia and/or transphobia) they may have experienced or become aware of in the organisation.

• There should be a clear process by which issues are referred and acted on by the organisation.

Yes

Describe the exit interview/survey process and how LGBT issues would be identified or raised (max. 200 words).

The process involves HR notifying zexitinterview mailbox of the leavers details and the EDI team will forward the exit interview form to the individual explaining they can either opt to complete the form themselves and return it before their last day of service or if they wish to speak to someone they must request this by return at the earliest opportunity – at which point an HR partner will be assigned.

The form is emailed to the next HR partner on the rota. The interview will take place via telephone at a mutually agreeable time, before their last day of service. The completed form must be returned to the zexitinterview mailbox and will then be forwarded to the Monitoring Officer for recording and retention.

Any issues or concerns raised are captured and recorded for monitoring purposes.

Describe how any issues raised would be acted upon by the organisation (max. 200 words).

Individuals are asked a range of questions, including if they feel they have been treated less favourably based on any protected characteristic to include gender and sexual orientation.
If answered yes, individual is asked if they reported this and if they feel it was dealt with satisfactorily.
They are also asked if this treatment was influential in their decision to leave.
Individuals are given opportunity to comment further on issues raised.
Various methods of redress via Bullying & Harassment or grievance procedure are discussed with the HR partner.
The line manager previously conducted all exit interviews, however the process was changed after research showed that the line manager may be the cause for someone leaving the organisation. The benefits of having someone from HR conduct the interview means that they are best placed to address any issues raised to see if they can be resolved before the person's last day of service.

The following question is for information gathering purposes only and is not scored.

2.9 Does the organisation have a mental health or wellbeing strategy that explicitly addresses the needs of LGBT people?

Guidance:

* This should address the specific needs of lesbian, gay, bi and trans people.

No

The following question is for information gathering purposes only and is not scored.

2.10 When advertising for its apprenticeships, does the organisation run initiatives to specifically attract LGBT job seekers?

Guidance:

* Please only answer this question if the organisations has apprenticeships in the UK
* This might include LGBT-specific content in recruitment materials or advertising at LGBT-specific events.

Yes

Describe the initiatives (max. 500 words).

PSNI currently only offers an apprenticeship programme within our IT department. We also have a Student Work Placement Scheme that is being piloted in liaison with the University of Ulster.
The PSNI is fully committed to attracting talent from under-represented groups and includes the following inclusive welcoming statement on the landing page of our recruitment website (www.joinpsni.co.uk) and on all of our police staff advertisements: "The PSNI is committed to being representative of the community we serve and welcomes all applicants interested in a career in policing." Our recruitment website also includes a 'Supporting You' section where we include details of our LGBT Network and a photograph from a recent Pride event.

Section 3: LGBT employee network group

In Progress - Last edited: 5 Oct 2021

Form for "Section 3: LGBT employee network group"

This is my form.

Section 3: LGBT employee network group

This section examines the work of your LGBT employee network group. The questions scrutinise the support the group is given by the organisation, its commitment to inclusivity, and the activities it carries out.

3.1 Does the organisation have an LGBT employee network group for LGBT employees? Select one option.

Guidance:

* A – this option scores maximum marks for this question.
* B and C – these options score lower marks for this question.
* A, B and C – you are required to meet one of these criteria to receive a bronze award.

A. Yes, with a defined role and terms of reference (bronze award requirement)

Upload the group's terms of reference.

LGBT Network TOR Apr 2019.doc

Filename: LGBT Network TOR Apr 2019.doc **Size:** 2.4 MB

3.2 In the past year, has the organisation supported the work of the LGBT employee network group in the following ways? Tick all that apply.

Guidance:

• C – time should be formally agreed.

• D – this should develop practical skills relevant to the role of the network group, for example peer support, mentoring or conflict resolution.

• E – these can be general or LGBT-specific programmes and should be communicated to members through the employee network group.

Responses Selected:

A. Provided a network group budget

B. Provided a formal senior champion

C. Allowed time for committee members to carry out network group activity

D. Facilitated network members' participation in skills training

E. Facilitated network members' participation in leadership or professional development programmes

F. Facilitated network members' participation in external LGBT-specific seminars and conferences

Describe the support provided and how it is communicated to the network (max. 200 words per option).

A. The organisation has provided support to the LGBT+ in the form of a budget. The network can also bid for additional funding for projects its wishes to undertake by submitting requests to the DEI team. This was communicated from the DEI team to the Chairs of the network.

B. For IDAHOBIT day, Assistant Chief Constable Bobby Singleton became the networks most senior ally and ran a communications piece on our intranet, stating why he was Championing the network and appealing for others to come forward as allies. This was communicated by an article on intranet and also external posts the corporate social media accounts

C. The service level agreement between the network and the organisation allows for 5 network members to undertake 12 hours of activity for the network each, every month. This has been communicated between the Senior executive team and the networks committee by way of a written agreement (Service Level Agreement).

D. The organisation has facilitated network members attendance at events and training, this includes LGBT+ mentoring training by the College of policing, this was circulated via email.

E. The organisation has reserved specific spaces for LGBT+ network members on workshops and training sessions as part of the emerging leaders program. This was circulated by word of mouth and via email.

F. Network member's attendance at the National LGBT+ Police Networks conference was facilitated. Network members were also facilitated to attend the Northern Ireland Civil service sexual health seminar, which featured speakers from PSNI. This was again circulated by email.

3.3 In the past year, which of the following activities has the LGBT employee network group undertaken to improve its inclusivity? Tick all that apply.

Guidance:

• C – this should reference specific marginalised or underrepresented groups (for example, trans people or LGBT people of colour).

• D – this could be a physical or digital space, for example a meet-up for LGBT people of faith or a closed bi digital group on your intranet.

Responses Selected:

A. Implemented a formal mechanism to ensure bi issues are engaged with (for example, bi reps)

B. Implemented a formal mechanism to ensure trans issues are engaged with (for example, trans reps)

C. Promoted itself as being open to all and inclusive of marginalised and underrepresented LGBT groups

D. Introduced specific spaces for marginalised and underrepresented LGBT groups

Describe the activities you have undertaken (max. 200 words per option).

A. The network appointed a bi sexual reprehensive to the network's committee by co-opting Constable [redacted] after appealing for Bi sexual representation on Bi-visibility day last year. One of the network's co-chairs also identifies as Bi. Communications pieces highlighting bi issues on specific times of the year have run on the intranet.

B. On Trans Day of visibility the network appealed again via intranet article for a trans representative to come on board. A person identifying as transmasculine non-binary was then co-opted on to the committee to represent trans views. The co-chairs of the network have a strong trans focus and strong values regarding the inclusion of trans people into the network and into policing as a whole. Numerous communications pieces highlighting trans issues have been run on the intranet throughout the year. The network has pushed for better trans inclusion including leading on work to establish gender neutral facilities, a transitioning at work policy and better trans inclusion with regard to our searching policies.

s.F40
s.F40(2)
s.F40(2)(a)
s.F40(2)(b)
s.F40(3)(A)(a)

C. The network's constitution reinforces that the network committee should be as representative as possible. Communications pieces have run to reinforce this.

D. PSNI LGBT+ network lead on an UK wide piece of intersectionality work which was aimed at improving representation from Black, Asian and Ethnic Minority people in UK Police LGBT+ networks. Constable [redacted] Co-chair of the network led the initial work and put together the intersectionality working group, launching it in January 2021. The aim of the group is to amplify the voices of LGBT+ people with intersectional characteristics, this led to events such as QPOC X Policing, an online panel discussion with Black queer people in policing sharing their experiences which has never happened before. The Network maintains good links with other staff association including the Ethnic minorities police association and Disabled Police association.

3.4 Does the LGBT employee network group have a formal strategy to ensure it is inclusive of and accessible to marginalised or underrepresented LGBT groups?

Guidance:

• Your strategy should focus on the inclusion of at least three specific marginalised or underrepresented LGBT groups. This might include (but is not limited to):

- BAME LGBT people / LGBT People of Colour
- Bi people

- LGBT carers
- LGBT people of faith
- LGBT parents
- LGBT people with accessibility needs
- Non-binary people
- Older LGBT people
- Trans people

* Your description should include how you identified which marginalised or underrepresented groups to focus your strategy on. This might include insights from:
- LGBT network group membership and event attendance
- LGBT network group satisfaction surveys
- Employee satisfaction surveys
- WEI Staff Feedback Questionnaire report
- Sectoral, regional or national research

* Your description should include actions the network group has taken so far and has committed to take in the future. These might include (but are not limited to):
- Introducing an inclusion rep
- Holding events within working hours
- Holding regular alcohol-free social events
- Holding events at accessible venues
- Avoiding holding events at the same time as religious festivals/holy days

* Actions can include, but must go beyond, those referenced in 3.3

Yes

Upload your strategy document.

Terms of reference Intersectionality group LGBT Police UK.doc

Filename: Terms of reference Intersectionality group LGBT Police UK.doc **Size:** 61.4 kB

s.F40
s.F40(2)
s.F40(2)(a)
s.F40(2)(b)
s.F40(3)(A)(a)

Describe how the strategy was formulated, actions the network has taken so far and outcomes so far (max. 500 words).

The strategy was formulated by pulling together a working group of LGBT+ people from diverse characteristics. The group elected a chair and secretary, as this group was about improving representation and inclusion it was important the group was lead by people from the most marginalised backgrounds within our community, the group is now led by [redacted] a Black queer woman and [redacted] an Asian Queer man with constable [redacted] staying on as a supportive role. We have consulted with staff network all over the UK to help them be more inclusive and representative. The group has ran events such as QPOC x policing where queer people of colour in policing came together to talk about their experiences of being in the police and what change needs to come about in UK policing. The group will be running a Disability X Policing event soon which will help amplify the experiences of LGBT+ people living with disabilities in policing. The event series is planned to continue exploring, faith, age and other characteristics.

3.5 Which of the following support activities does the LGBT employee network group undertake? Tick all that apply.

Guidance:

• A and B – support for individuals should be available and advertised to all staff.

• A – this could be on an individual basis and/or through a closed digital group for LGBT employees.

• C – this should relate to policies that impact upon employee welfare (for example, reviewing an updated adoption policy).

Responses Selected:

A. Provide confidential support to all employees on LGBT issues

B. Provide support to enable employees to report homophobic, biphobic and transphobic bullying and harassment

C. Consultation on improving internal policies and practices

Describe the options selected (max. 200 words per option).

A. The network launched a confidential support service for all colleagues in May 2020 for all colleagues. This included communications pieces on mental health, publicising mental health support services and circulating a list of volunteers who put themselves forward to support colleagues. Many colleagues have used this and colleagues seeking advice on transitioning have also felt empowered to reach out and seek support. The network has support dozens of members seeking confidential advice and support in this way.

B. The network's allies pledge ensures that everyone joining the network is aware of how to access our dignity at work suite of policies which includes how to report bullying and harassment. Several of the networks members have been trained up as peer support specialists, they have training in the policies and can signpost employees to appropriate support while also assisting them with any bullying and harassment issues.

C. The LGBT+ Network sits on a variety of boards and consultative groups within the service to consult on practices and policies, these included but not limited to the uniform and protective services committee, The Belfast area hate crime review group, The your voice forum chaired by the Chief Constable and the Being inclusive and representative group.

3.6 In the past year, which of the following activities has the LGBT employee network group undertaken? Tick all that apply.

Guidance:

• If not carried out by the LGBT employee network group, these activities can be carried out by other parts of the organisation (for example, the diversity and inclusion team). However, this must at least be in consultation with the network group.

• 'Awareness raising events' refers to activities that serve to educate or inform the wider organisation, for example panel discussions, lunch and learns, or stalls during diversity events.

• Events can be physical or digital.

• G – this could either be a specific programme run by the network or alternatively an organisation-wide programme that proactively incorporates LGBT mentoring.

Responses Selected:

A. Social networking event for members

B. LGBT equality awareness-raising event

C. Bi equality awareness-raising event

D. Non-binary equality awareness-raising event

E. Trans equality awareness-raising event

F. Collaborated with other LGBT network groups

G. Mentoring or coaching programme

Describe the activities selected and when they occurred (max. 200 words per option). Please provide specific dates or time periods within the last year.

A. Due to Covid, it has been difficult for the network to coordinate social networking events. During the lockdown we had several zoom chats, which allowed network members to informally network and chat. We ran an online Quiz event to raise money for Macmillian Cancer support, network members were able to socialise over zoom and partake in fun quiz event while also raising money for a charity. At the end of August we had our first charity Dog walking event which raised money for the rainbow project a local LGBT+ charity. We also participated in Omagh Pride which allowed network members to join in the the only physical pride event in Northern Ireland this year.

B. Events have been difficult with covid. We have focused on running communications pieces on intranet.

C. We run communication pieces to raise aware of bi issues on Bi visibility day.

D&E. We have run communication pieces on the experiences of non-binary and trans people to provide education to colleagues of the issues trans and non-binary people face.

F. We are part of the National LGBT+ police network which is a network of LGBT+ police network from all over the UK. We regularly provide support and share resources with the other networks in this group. We also engage regularly with the Northern Ireland Civil Service and every year we run a joint sexual health seminar with them, our most recent seminar featured presentation on coercive control and LGBT+ domestic violence. We also support other blue light LGBT+ networks maintaining good links with Ambulance and Fire service LGBT+ networks.

G. This year the network trained two of our network members one police officer and one police staff with the College of policing mentoring training with a view to improving our mentoring capacity. Currently our mentoring is run by one senior officer who mentors 5-6 officers a year.

In July 2021 the PSNI LGBT+ Network was given permission to have their own platform on social media. The network established a Twitter and Facebook Accounts. This has allowed us to communicate with the community with an authentic voice as and when we see fit. We are trusted by the organisation to run these accounts without needing permission before each post. We have posted on subjects such as Pride, Black History Month and issues affecting the Trans community. The Twitter account has 260 Followers as of 04/10/2021. The Facebook Page has 382 page likes, a page reach of 9,304 and 1996 post engagements since it began in July. Again the Network has used this platform to enhance voices within our community and directly communicate.

On 31st July one of the Network Chairs and one of the committee members made a video about what Pride meant to them which was made by official PSNI comms team and posted on the PSNI's official page. This showed a real commitment by the organisation to communicate with the community during restricted Covid times.

3.7 In the past year, has the LGBT network group held campaigns, initiatives, seminars or events engaging with the intersection of LGBT and other diversity strands? Select one option.

Guidance:

* You will be awarded for up to three examples from the last year. These should each look at the experiences of specific marginalised or underrepresented groups, which could include (but is not limited to):

- BAME LGBT people / LGBT People of Colour
- LGBT parents or families
- LGBT people with accessibility needs, for example including LGBT disabled people and LGBT neurodivergent people
- LGBT people with experience of mental ill health
- LGBT people with experience of poverty or homelessness
- LGBT people of faith
- LGBT women
- Older LGBT people

* You should explain why you chose to focus on the experiences of these groups. For example, this might be because of a gap in your previous work.
* (From the 2023 Workplace Equality Index) At least two of the groups should be different to your organisation's previous submission.
* These activities can be carried out in collaboration with other employee network groups.
* If not carried out by the LGBT employee network group, these activities can be led by other parts of the organisation (for example, the faith employee network group might run an event on being an LGBT person of faith).
* Seminars and events can be physical or digital.
* 'Initiatives' and 'campaigns' here refer to specific programmes or projects, for example a series of events, videos or blogs.

Yes, three examples

Describe the campaigns, initiatives, seminars or events and when they occurred (max. 500 words). Please provide specific dates or time periods within the last year.

LGBT+ people of colour - The PSNI LGBT+ network came up with the idea, implemented and launched a UK wide Intersectionality working group. In 2021, in response to the Black Lives Matter protests we wanted to do better to support our Black, Asian and Ethnic Minority colleagues. We took the initiative and reached out across the UK, speaking with officers and staff who had intersectional characteristics, hoping to bring them into a new working group. We then set up the Intersectionality Working Group, a UK wide group aiming to amplify the voices of Black, Asian & Minority ethnic LGBT+ people within policing, in order to better support & empower people from those backgrounds. This led to the event 'QPOC x Policing' which is the first time that LGBT+ people from Black, Asian and Minority Ethnic backgrounds in Policing had an open forum to discuss their lived experiences. There's also a support WhatsApp group which aims to connect officers from intersectional backgrounds so they can support one another. This was a PSNI LGBT+ network initiative and one of the pieces of work we are most proud of, as bringing together marginalised people to support one another and empowering them is absolutely crucial. The IWG was launched in January 2021 and continues to grow.

LGBT+ parents - We participate in the UK wide 'Pride and Joy' LGBT+ parenting group. We have promoted this group to our members as an additional support service many PSNI members have prominent roles in the group.

Mental health - At the start of the first lockdown in May 2020 we launched our mental health support service. This was driven by internal comms pieces on the intranet and posters that were placed in police stations. The service still runs today. It has a list of support services and the personal contact numbers of several network volunteers who have put themselves forward as points of contact for people who want to talk to an LGBT+ colleague for support.

3.8 Does the LGBT employee network group have measures in place to ensure that activity reaches employees in all locations?

Guidance:

• This should be formalised, consistent work to ensure activity can reach all employees. This might include a commitment in your terms of reference to hold a percentage of your events online or run activities in different regions.

• You should consider dispersed workforces (for example those in retail stores or without regular access to IT), employees who work from home, and employees across all UK nations that you operate in.

• If you only have one location or building, you should consider the needs of employees who work remotely or away from desks.

• You should provide at least two examples of measures you have in place.

Yes

Describe at least two measures in place and how they are formalized (max. 500 words).

All of the networks information and resources are available on PO!NT (our intranet). The network has it's own dedicated webpages, which anyone can access from their common terminal. This is accessible across all PSNI locations and on work issue laptops so also available to home workers too. We place posters in all stations in the police estate to promote the network and our mental health support service. Articles are also shared in our magazine, Callsign which again is accessible online and printed copies are also distributed to every station.

We try to attend in person every pride event in Northern Ireland this gives us the opportunity to interact with our local members and shows the LGBT+ communities in that area that we are reaching out to them.

Section 4: Empowering individuals

In Progress - Last edited: 5 Oct 2021

Form for "Section 4: Empowering individuals"

This is my form.

Section 4: Empowering individuals

This section examines the process of engaging individuals to create an LGBT inclusive culture at the organisation. The questions scrutinise how the organisation empowers LGBT and non-LGBT employees to step up as change makers and allies.

4.1 Does the organisation support LGBT employees at all levels to become change makers through training, programmes and/or resources?

Guidance:

• Examples of support can include resources, programmes or training.

• The support must focus specifically on steps LGBT people can take to become active role models or change makers in your organisation.

No

4.2 In the past year, has the organisation shared the workplace experiences of LGBT people with the following identities? Tick all that apply.

Guidance:

• This should be an internal communication, such as an all-employee email or blog post.

• Within the content, the person's identity must be clear. It should not be left up to the reader or viewer to make assumptions.

• Stonewall uses umbrella terms and we recognise that language and identities are personal. If an employee doesn't identify with a term listed below, you should be led by them on which option they feel comfortable being included within.

• Best practice is to share the experiences of internal employees. However, you should take care to ensure that no pressure is put on LGBT employees to be visible in this way. If employees do not want to share their experiences, you can share the workplace experiences of employees outside your organisation, for example from the wider sector.

• Marks will not be awarded in this question where the experiences of celebrities are shared.

Responses Selected:

C. Binary trans people (e.g. trans men and trans women)

D. Gay or lesbian people

C: Submit evidence of sharing these experiences in the last year.

InkedTrans Day of remembrance_LI.jpg

Filename: InkedTrans Day of remembrance_LI.jpg **Size:** 1.1 MB

D: Submit evidence of sharing these experiences in the last year.

Pride Month article.docx

Filename: Pride Month article.docx **Size:** 15.0 kB

C: Provide the date on which this was shared internally.

20 Nov 2020

D: Provide the date on which this was shared internally.

16 Jun 2021

4.3 Does the organisation have a formal programme or initiative to engage all non-LGBT employees to become LGBT allies? Select one option.

Guidance

• The programme should be a formal mechanism to engage non-LGBT people with LGBT equality.

• This can include allies receiving a visible signal of their commitment to LGBT equality, but this must be conditional on employees participating in a programme and/or receiving training.

• The programme should include internal awareness-raising sessions or training specifically for allies. This should cover the importance of allies and actions that individuals can take to be effective allies.

• To be awarded marks, this programme must be more in-depth than a one-off internal communication or event (as awarded for in sections 2 and 3).

A. Yes, as part of our LGBT employee network group

Describe the allies programme or initiative (max. 500 words).

We have an allies section on the LGBT+ network PO!NT pages which has a link to the application form which must be complete - the allies pledge states that

1. I will educate and empower myself in order to support others
2. I will listen to my LGBT+ colleagues
3. I will be visible and challenge negative behaviours
4. I will influence others and be a role model
5. I will recognise being an ally goes beyond just LGBT+ and I will consider intersectionality.

We have also secured funding to deliver "be an ally" training to be delivered by Stonewall

Upload a communication advertising the allies programme or initiative.

Screenshot 4.3.pdf

Filename: Screenshot 4.3.pdf **Size:** 374.3 kB

4.4 Does the organisation support all non-bi employees (including lesbian and gay employees) to become bi allies through training, programmes and/or resources?

Guidance:

- Examples can include information booklets, programmes or training.
- This must focus specifically on being an ally to bi people and include specific actions employees can take.
- This should be more in-depth than a one-off internal communication (as awarded for in sections 2 and 3).

No

4.5 Does the organisation support all cis employees (including lesbian, gay and bi employees) to become trans allies through training, programmes and/or resources?

Guidance:

• Examples can include information booklets, programmes or training.

• This must focus specifically on being an ally to trans people and include specific actions employees can take.

• This must include specific content on being an ally to non-binary people.

• This should be more in-depth than a one-off internal communication or event (as awarded for in sections 2 and 3).

No

4.6 Does the organisation support all employees (including LGBT employees) to become allies to other marginalised LGBT communities through training, programmes and/or resources?

Guidance:

• This should focus on identities other than bi or trans identities. For example, the support could focus on becoming an ally to groups experience multiple marginalisation, such as LGBT people of faith.

• This should be more in-depth than a one-off internal communication or event (as awarded for in sections 2 and 3).

• This should include specific actions employees can take.

No

4.7 Does the organisation have measures in place to ensure that your work to empower individuals reaches employees in all locations?

Guidance:

• This should be consistent work to ensure activity can reach all employees.

• This might include:

- Ensuring you share the stories of LGBT people from all the regions or UK nations you operate in.

- Ensuring your allies programmes and resources are available in all your locations and/or digitally.

You should consider dispersed workforces (for example those in retail stores or without regular access to IT), employees who work from home, employees in urban/rural settings, and employees across all UK nations that you operate in.

• If you only have one location or building, you should consider the needs of employees who work remotely or away from desks.

• You should provide at least two examples of measures you have in place.

Yes

Describe at least two measures in place and how they are formalised (max. 500 words).

We send out emails to the whole organisation which everyone can access on their common terminal, work laptops or handheld devices.

We also post articles on PO!NT and publish them in Callsign magazine - again both are accessible by everyone.

Section 5: Leadership

In Progress - Last edited: 5 Oct 2021

Form for "Section 5: Leadership"

This is my form.

Section 5: Leadership

This section examines how the organisation engages senior leaders and line managers in their responsibility to set an LGBT-inclusive culture. The questions scrutinise how the organisation empowers senior leaders, the individual actions senior leaders take, and how all line managers are encouraged to recognise LGBT inclusion as key to their role.

5.1 In the past year, how has the organisation supported board and senior management employees to understand the issues that affect LGBT people? Tick all that apply.

Guidance:

• The support should be consistently provided, not on an ad hoc basis.

• Each option should be available to multiple senior leaders, not just one senior champion.

• A – this is a formal process whereby senior employees are mentored on LGBT issues by more junior LGBT employees.

• Conferences and seminars can be physical or digital.

Responses Selected:

G. None of the above

5.2 In the past year, which of the following activities have members of the board and/or senior management engaged in? Tick all that apply.

Guidance:

• These activities should be carried out by a range of leaders.

• E – this will only be awarded if you received points for questions 6.4, 6.5 or 6.6.

• F – this should be periodic, not ad hoc.

• G and H – your description should include how the speech had specific messages of bi, non-binary and trans equality.

• G and H – events can be physical or digital.

• H – this can be a sector-facing or community-facing event.

Responses Selected:

A. Communicated a strong message on LGBT equality

E. Reviewed top line LGBT monitoring reports and actions

F. Met periodically with the LGBT employee network group

I. Attended an external LGBT event, for example Pride

A. Describe the communication and who it was delivered to (max. 200 words). Please include the job title of the senior leader, as well as specific dates or time periods.

Chief Constable marks Pride 2021 and during LGBT+ History month declares he is an ally in a post which was included on our external PSNI twitter and facebook pages.

Article published in Callsign celebrating Pride which was written by Superintendent from E District. The article in Callsign magazine can be accessed by everyone, either online or in hard copy.

For IDAHOBIT day, Assistant Chief Constable published an article which was communicated on POINT on intranet and also external posts via the corporate social media accounts.

E. Describe the senior leader's involvement in this (max. 200 words). Please include the job title of the senior leader, as well as specific dates or time periods.

For IDAHOBIT day, Assistant Chief Constable wrote why he was an ally, he also championed the network and appealed for others to come forward as allies.

Superintendent from E District drafted an article celebrating Pride and talking about what it meant to them. It referenced the posters they had designed to celebrate the event, using Pride colours in the background and putting up around the police estate. The senior officer wrote 'pride is dedicated to uplifting LGBTQ voices, celebrating LGBT culture and supporting LGBTQ rights.'

F. Describe the nature of these meetings and how often they took place (max. 200 words). Please include the job title of the senior leader, as well as specific dates or time periods.

Members of the Senior Executive Team meet every three months with representatives from all minority support groups including our LGBT Network at 'Your Voice' forum. This forum is an opportunity for the representatives to raise issues on behalf of their members with the Chief Constable. This allows the Chief to get an understanding of what is going on in the organisation.

The Director of HR has regular meetings (quarterly) scheduled with LGBT Network Co-Chairs to discuss ongoing issues and concerns.

There is also a Relationship Manager within the Equality Diversity & Inclusion Unit (Head of the Unit) which all of the Minority Support Associations have access to at any time - they can contact the Relationship Manager by email, phone and in person.

I. Describe the event (max. 200 words). Please include job titles, as well as specific dates or time periods.

Omagh Pride took place on Saturday 25th September for the first time and not only did one of our colleagues speak at the event, but our LGBT+ officers from districts all over Northern Ireland volunteered to help police the event – a first at a Pride event in this country. This approach was supported and approved by the District Commander (Superintendent rank).

Paul Bloomer Omagh Pride Speech- https://youtu.be/xy7I1gk4ym8

Please upload screenshots of communications, if applicable

Point articles tagged to LGBT.docx

Filename: Point articles tagged to LGBT.docx **Size:** 15.6 kB

CallSign Issue 159 August 2021 page 38.png

Filename: CallSign Issue 159 August 2021 page 38.png **Size:** 202.1 kB

Screenshot_20211004-160121_Facebook.jpg

Filename: Screenshot_20211004-160121_Facebook.jpg **Size:** 528.1 kB

CC post 240221.jpg

Filename: CC post 240221.jpg **Size:** 78.2 kB

InkedACC 170521_LI.jpg

Filename: InkedACC 170521_LI.jpg **Size:** 1.4 MB

5.3 Does the organisation have measures in place to ensure that senior leader activity reaches employees in all locations?

Guidance:

• This should be consistent work to ensure activity can reach all employees.

• This might include:

- Ensuring activities are carried out by senior leaders in all regions or UK nations that you operate in.

- Ensuring that speeches at internal LGBT events are recorded and distributed digitally.

- Ensuring that senior leader messages are written as well as verbal.

• You should consider dispersed workforces (for example those in retail stores or without regular access to IT), employees who work from home, and employees across all UK nations that you operate in.

• If you only have one location or building, you should consider the needs of employees who work remotely or away from desks.

• You should provide at least two examples of measures you have in place.

Yes

Describe at least two measures in place and how they are formalised (max. 500 words).

Information is shared using organisational wide emails - these can only be sent by Chief Officers.

Articles are uploaded on to POINT (intranet site) and also Callsign which is our internal magazine - these can be accessed by everyone.

5.4 Does the organisation require all senior leaders and line managers to meet an inclusion-based competency on recruitment?

Guidance:

• This should be a standard competency in all job descriptions and/or a mandatory question in all interviews.

• This does not need to just be one standard question – you can provide a range of competencies and/or interview questions for the recruiting team to choose from.

• This should include internal promotions as well as external appointments.

• This does not need to be LGBT specific.

A. Yes, all senior leaders and line managers

Copy and paste the standard competency or interview question wording.

The framework has six competencies that are clustered into three groups: a) Inclusive, enabling and visionary leadership, b) Resolute, compassionate and committed, and c) Intelligent, creative and informed policing. Candidates are normally assessed upon between four and nine of the competencies and values, with a minimum of one from each of the three key groupings detailed above.

Inclusive, enabling and visionary leadership
We are all able to work together independently and recognise the need to act as leaders, whether in a formal line management capacity or when engaging and motivating colleagues and the public to get involved or have their voices heard. Whether we are setting a vision, planning ahead to optimise resources for the best possible outcomes or leading a cross-sector partnership, we work across organisations and sectors to achieve excellence in public service.

Describe how inclusion-based competencies are implemented across all roles (max. 200 words).

The PSNI uses a competency and values based framework for selection and promotion of Line Managers and Senior Managers, which includes nationally recognised behaviours and values. The framework ensures that there are clear expectations of both police officers and police staff, which in turn will lead to standards being raised across a range of areas, which puts an emphasis on inclusivity.

5.5 Does the organisation require all senior leaders and line managers to have an inclusion-based objective?

Guidance:

• This should be a standard practice across all performance appraisal structures and documents.

• You do not need to provide template wording, but best practice is to provide a range of objectives senior leaders and line managers might consider based on their roles.

• This does not need to be LGBT specific.

C. No

Section 6: Monitoring

In Progress - Last edited: 5 Oct 2021

Form for "Section 6: Monitoring"

This is my form.

Section 6: Monitoring

This section examines how the organisation uses monitoring to understand the representation and experiences of its LGBT employees. The questions scrutinise data collection methods, analysis and outcomes.

Please ensure that no personally identifiable information is contained in your answers or evidence.

6.1 Does the organisation gather data on employee sexual orientation through diversity monitoring forms and/or systems?

Guidance:

• The question wording should be in line with latest good practice. Please speak to your account manager if you are unsure of this.

• You should use the same good practice question wording across all diversity monitoring forms and systems. Please state in your description if different question wording is used elsewhere.

Yes

Copy and paste the question you ask and the options employees can select (max. 500 words).

The following text and categories are included within our online Equality Monitoring Form that all applicants complete in order to apply for a role within PSNI. The same wording and categories are used on our Electronic Self Service Equality Monitoring Form that existing police officers and police staff can access at any time to update their sexual orientation data. The categories listed were reviewed and updated in March 2021 to reflect the categories included within the sexual orientation question in the NI Census 2021. The PSNI seeks for our representation to reflect the working population of Northern Ireland as recorded within the NI Census, therefore for statistical analysis purposes, these same categories are used within our Equality Monitoring Form.

Sexual Orientation
Under the Employment Equality (Sexual Orientation) Regulations (NI) 2003 it is unlawful for employers to discriminate against a person on the grounds of sexual orientation. In order to monitor potential employees, you are requested to complete the section below. Are you:

Straight/Heterosexual
Bi-sexual
Gay/Lesbian
Other
Prefer not to say

What proportion of employees have answered this question on your HR system?

Guidance:

• This should be from an HR system, not an anonymous staff survey.

• The proportion should not include those who prefer not to say.

80-89%

Upload an analysis report demonstrating the declaration rate.

Note that this must not contain individual responses or personally identifiable data.

Sexual Orientation Data.docx

Filename: Sexual Orientation Data.docx Size: 12.8 kB

Provide a brief description of the report you have uploaded (max. 200 words).

Data table outlining total number and percentage sexual orientation responses.

6.2 Does the organisation gather data on employee gender, inclusive of non-binary identities, through diversity monitoring forms and/or systems?

Guidance:

• The question wording should be in line with latest good practice. Please speak to your account manager if you are unsure of this.

• You should use the same good practice question wording across all diversity monitoring forms and systems. Please state in your description if different question wording is used elsewhere.

(No response)

Copy and paste the question you ask and the options employees can select (max. 500 words).

As outlined in Question 6.1, the PSNI seeks for our representation to reflect the working population of Northern Ireland as recorded within the NI Census, therefore for statistical analysis purposes, the same gender categories are used within our Equality Monitoring Form. The NI Census included the sex options of male or female and did not include non-binary identities.
In addition, there is currently a legislative requirement to monitor and report to the Equality Commission against the number of male and female applicants and employees (i.e. legal sex as per Birth Certificate or Gender Recognition Certificate). Scoping is currently ongoing with the Equality Commission and LGBT Network regarding the feasibility of asking both a direct question regarding sex (male or female) to meet legislative requirements and adding an additional question regarding gender identity.

What proportion of employees have answered this question on your HR system?

Guidance:

- This should be from an HR system, not an anonymous staff survey.
- The proportion should not include those who prefer not to say.

(No response)

Upload an analysis report demonstrating the declaration rate.

Note that this must not contain individual responses or personally identifiable data.

Provide a brief description of the report you have uploaded (max. 200 words).

(No response)

6.3 Does the organisation gather data on employee trans status through diversity monitoring forms and/or systems?

Guidance:

• The question wording should be in line with latest good practice. Please speak to your account manager if you are unsure of this.

• You should use the same good practice question wording across all diversity monitoring forms and systems. Please state in your description if different question wording is used elsewhere.

(No response)

Copy and paste the question you ask and the options employees can select (max. 500 words).

As outlined in Question 6.1 and 6.2, the PSNI seeks for our representation to reflect the working population of Northern Ireland as recorded within the NI Census, therefore for statistical analysis purposes, the same gender categories are used within our Equality Monitoring Form. The NI Census included the sex options of male or female and did not include trans status.
In addition, there is currently a legislative requirement to monitor and report to the Equality Commission against the number of male and female applicants and employees (i.e. legal sex as per Birth Certificate or Gender Recognition Certificate). Scoping is currently ongoing with the Equality Commission and LGBT Network regarding the feasibility of asking both a direct question regarding sex (male or female) to meet legislative requirements and adding an additional question regarding gender identity.

What proportion of employees have answered this question on your HR system?

Guidance:

• This should be from an HR system, not an anonymous staff survey.

• The proportion should not include those who prefer not to say.

(No response)

Upload an analysis report demonstrating the declaration rate.

Note that this must not contain individual responses or personally identifiable data.

Provide a brief description of the report you have uploaded (max. 200 words).

(No response)

6.4 Does the organisation monitor and analyse success rates from application to appointment across the following characteristics? Tick all that apply.

Guidance:

* This refers to external appointments to the organisation.
* You should compare applicant diversity forms to new starter diversity forms.
* Analysis should have taken place in the past two years.
* A – note that you will only be eligible for marks if you have been awarded marks in 6.1.
* B – note that you will only be eligible for marks if you have been awarded marks in 6.2.
* C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

Responses Selected:

A. Sexual orientation

A: Upload the most recent report showing analysis by sexual orientation.

Note that this must not contain individual responses or personally identifiable data.

6.4 Data.docx

Filename: 6.4 Data.docx Size: 13.6 kB

Describe who the analysis was seen by and what action was taken (max. 500 words).

The analysis of success rates at the various stages of the recruitment process is examined on the conclusion of each stage and reported on to the Senior Executive Team, Being Representative & Inclusive Delivery Group attended by the LGBT Network, the Northern Ireland Policing Board and the Equality Commission for Northern Ireland. This analysis has enabled discussion regarding our current sexual orientation and gender identity categories and has prompted the scoping exercise examining the feasibility of asking both a direct question regarding sex (male or female) to meet legislative requirements and adding an additional question regarding gender identity.
This data has also been shared via PSNI social media channels – it is intended that the publication of this data, particularly the positive success rates of LGBT applicants, will increase the confidence of the LGBT community in applying for future campaigns.

6.5 Does the organisation monitor and analyse the number of employees at different pay grades across the following characteristics? Tick all that apply.

Guidance:

- This can be analysis looking at pay grades, pay rates and/or seniority levels.
- The data should be collected through your HR system, rather than an anonymous staff survey.
- Analysis should have taken place in the past two years.
- A – note that you will only be eligible for marks if you have been awarded marks in 6.1.
- B – note that you will only be eligible for marks if you have been awarded marks in 6.2.
- C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

Responses Selected:

D. None of the above

6.6 When running staff satisfaction surveys, does the organisation break down and analyse the satisfaction of employees by the following characteristics? Tick all that apply.

Guidance:

• This can be done by collecting diversity data on a staff satisfaction survey.

• Data collection and analysis should have taken place in the past two years.

• A – note that you will only be eligible for marks if you have been awarded marks in 6.1.

• B – note that you will only be eligible for marks if you have been awarded marks in 6.2.

• C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

Responses Selected:

D. None of the above

6.7 Which of the following activities has the organisation carried out in the last year to improve confidence in LGBT monitoring and boost declaration rates? Tick all that apply.

Guidance:

• A, B and C – communications must be available to all employees, not just your LGBT employee network group.

• D and E – definitions can be included within the questions themselves, with a link to a glossary, or within communications promoting the monitoring exercise.

• Evidence could include screenshots of the relevant communications or monitoring questions.

Responses Selected:

F. None of the above

6.8 For apprenticeships, does the organisation monitor and analyse success rates from application to appointment across the following characteristics? Tick all that apply.

Guidance:

- Please only answer this question if the organisations has apprenticeships in the UK
- You should compare applicant diversity forms to new starter diversity forms.
- Analysis should have taken place in the past two years.
- A – note that you will only be eligible for marks if you have been awarded marks in 6.1.
- B – note that you will only be eligible for marks if you have been awarded marks in 6.2.
- C – note that you will only be eligible for marks if you have been awarded marks in 6.3.

Responses Selected:

A. Sexual orientation

A: Upload the most recent report showing analysis by sexual orientation.

Note that this must not contain individual responses or personally identifiable data.

6.8 Data.docx

Filename: 6.8 Data.docx Size: 12.8 kB

Describe who the analysis was seen by and what action was taken (max. 500 words).

****This recruitment process is ongoing at present therefore success rate and appointee data is not currently available.**

Section 7: Supply chains

In Progress - Last edited: 5 Oct 2021

Form for "Section 7: Supply chains"

This is my form.

Section 7: Supply chains

This section examines how the organisation affects change in its supply chain. The questions scrutinise the steps taken to ensure suppliers are LGBT-inclusive, from tendering new suppliers to monitoring current contracts.

7.1 Before awarding a contract, does the organisation scrutinise the following in the tender process? Tick all that apply.

Guidance:
• This can be limited to more major contracts, but you must explain how contracts are prioritised systematically.
• The description should include how the procurement team is trained to scrutinise each of these areas.

Responses Selected:

A. Whether the potential supplier has a policy that explicitly bans discrimination, bullying and harassment based on sexual orientation and gender identity

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Describe the selected options below (max. 500 words per option).

All PSNI contracts greater than £30,00 in value are awarded on the basis of public sector terms and conditions. These terms include the following contractual obligations in relation to discrimination and complementary legislation:

17.0 Discrimination

17.1 The Contractor shall comply with all applicable fair employment, equality of treatment and anti-discrimination legislation and shall use his best endeavours to ensure that in his employment policies and practices and in the delivery of the Services required of the Contractor under this Contract he has due regard to the need to promote equality of treatment and opportunity and prevent discrimination, harassment and victimisation between:

i. persons of different religious beliefs or political opinions;

ii. sex, gender, married and unmarried persons and civil partnerships;

iii. persons with and without dependants (including women who are pregnant or on maternity leave and

men on paternity leave), shared parental or parental leave;

iv. persons of different racial groups (within the meaning of the Race Relations (Northern Ireland) Order 1997);

v. persons with and without a disability (within the meaning of the Disability Discrimination Act 1995);

vi. persons of different ages; and

vii. persons of differing sexual orientation.

17.2 The Contractor will take all reasonable steps to secure the observance of clause 17.1 by all Staff.

18.0 The Human Rights Act 1998

18.1 The Contractor shall, and shall use reasonable endeavours to ensure that its Staff shall, at all times, act in a way which is compatible with the Convention rights within the meaning of Section 1 of the Human Rights Act 1998. The Contractor agrees to indemnify and keep indemnified the Client against all loss, costs, proceedings or damages whatsoever arising out of or in connection with any breach by the Contractor of its obligations under this clause 18.

19.0 Modern Slavery Act 2015

19.1 The Contractor shall ensure that the Contractor and its Staff:

i. do not engage in any activity, practice or conduct which constitutes an offence under the MSA 2015; and

ii. comply with all applicable anti-slavery and human trafficking laws, statutes, regulations and codes from time to time in force including, but not limited to, the MSA 2015.

19.2 In performing its obligations under the Contract, the Contractor shall ensure it:

i. has and maintains throughout the Contract Period its own policies and procedures to ensure its compliance with the MSA 2015 in accordance with any requirements of the MSA 2015; and

ii. includes in its contracts with its sub-contractors and suppliers anti-slavery and human trafficking provisions that are at least as onerous as those set out in this clause 19.0.

19.3 The Contractor shall indemnify the Client against any losses, liabilities, damages, costs (including, but not limited to, legal fees) and expenses incurred by the Contractor as a result of the Contractor and/or its Staff's breach of the MSA 2015.

Other useful clauses:

27.0 Contractor's Staff

27.1 The Client may refuse to admit onto, or withdraw permission to remain on the Client's Premises, to any member of the Staff or any person employed or engaged by any member of the Staff.

27.2 The Contractor will comply with any decision of the Client under clause 27.1.

27.3 If requested, the Contractor will provide a list of the names and addresses (and any other relevant information) of all persons who may require admission to the Premises in connection with this Contract.

27.4 If the Contractor fails to comply with clause 27.3 within one Month of the date of the request, and in the reasonable opinion of the Client such failure may be prejudicial to the interests of the Client, then the Client may terminate the Contract, provided always that such termination will not prejudice or affect any right of action or remedy which will have accrued or will thereafter accrue to the Client.

27.5 The decision of the Client in relation to clause 27.1 will be final and conclusive.

27.6 The Contractor and its Staff shall observe and comply with such rules, regulations and the Client's policies applicable to the conduct of personnel, including those relating to security arrangements, health and safety (including in relation to compliance with any risk assessments), anti-bribery and corruption, and use of information technology, as may be in force from time to time as determined by the Client. The Contractor acknowledges that it is the Contractor's responsibility to make its Staff aware of such policies and of the requirement to comply with them.

44.0 Importance of Reputation

44.1 The Contractor acknowledges that the Client is subject to scrutiny by the general public and by Regulatory Bodies. The Contractor shall not take any action or omit to take any action, in relation to the Services, which in the reasonable opinion of the Contract Manager would, or would be likely to, harm the reputation of the Client (including in respect of the Contractor's dealings with its sub-contractors and any third parties).

Describe how teams with procurement responsibilities are trained on these requirements (max. 200 words).

(No response)

7.2 When a potential supplier does not meet LGBT inclusion scrutiny, how does the organisation respond? Select one option.

Guidance:

- This can be limited to more major contracts, but you must explain how contracts are prioritised systematically.
- Options A and B are worth an equal number of points.
- A and B – there should be clear and consistent criteria for when either of these steps will be taken.

B. By requiring improvements as a condition of contract

Describe how this decision is reached (max. 500 words).

If there is evidence that a tenderer is guilty of grave professional misconduct, which renders its integrity questionable (which may include discrimination grounds/convictions) , supported by legal advice, a discretionary exclusion may be applied to eliminate/exclude them from the tender process.

Describe how the requirement is enforced (max. 500 words).

Upon award of contract, if there is a breach of contract (in this respect on discrimination grounds) this may be capable of remedy eg through disciplinary procedures, removal of the offending individual from contract , deliver awareness training and regularly monitor etc, it may be managed under the conditions of the contract.

If a contractor breaches the contractual terms, and it is material, not capable of remedy, it will be terminated.

7.3 Once a contract is awarded, how does the organisation hold the supplier to account? Tick all that apply.

Guidance:

* This can be limited to more major contracts, but you must explain how contracts are prioritised systematically.
* A – this does not have to be specifically for LGBT related issues but should be inclusive of them.
* B – this might be internal or external, depending on the nature of the supplier. For example, if they employ your frontline staff, this should involve monitoring service user feedback and complaints.

Responses Selected:

C. None of the above

7.4 In the past year, how has the organisation engaged or collaborated with its suppliers? Tick all that apply.

Guidance:

• A – this can developing and running training together, or sharing your existing training with the supplier.

• B – for major contracts, this could include inviting procured staff to join your LGBT employee network group.

• C – this should be specific advice that you have given, for example a consultancy session with your Diversity & Inclusion team on setting up an LGBT employee network group. This could also include period roundtables with your major suppliers on specific topics.

Responses Selected:

A. Held joint LGBT diversity and inclusion training

Describe the selected options below (max. 300 words per option). Please include specific dates or time periods.

Prior the pandemic, PSNI were working with CPD to pilot Stonewall training in security contracts. This this recently recommenced and we have engaged the Rainbow Project and are in the process of securing training and to have this rolled out to the security contractors staff. This would be the largest contract in terms of labour force and public facing so is ideal for the pilot.

CPD will also work with the group on more specific clauses to include in future contracts. CPD procurement staff and PSNI's CPD procurement team have all been through the Rainbow Projects training on diversity and inclusion.

Section 8: External engagement and service delivery

In Progress - Last edited: 5 Oct 2021

Form for "Section 8: External engagement and service delivery

This is my form.

Section 8: External engagement and service delivery

This section comprises of three parts:

• Part 1 (Community Engagement) examines the outreach activity of the organisation and how it supports wider LGBT communities.

• Part 2 (Sector Engagement) examines how the organisation promotes LGBT equality to other organisations in its sector.

• Part 3 (Service Delivery) examines how the organisation ensures it meets the needs of its service users or customers.

Organisations that have individual service users, customers, members or audience members must complete all parts. Organisations that don't will only complete parts 1 and 2. Scores are weighted so that the same number of points is available for both groups of organisations.

Does your organisation have individual service users, customers, members or audience members?

If you aren't sure, please speak to your account manager or email memberships@stonewall.org.uk.

Yes

Part 1: Community engagement

8.1 In the past year, has the organisation supported LGBT community groups in the following ways? Tick all that apply.

Guidance:

• An LGBT community group could include LGBT Pride organisations, LGBT equality charities, LGBT youth groups or grassroots LGBT networks.

• Your support can be in collaboration with other employers in your sector or region, but you must evidence the role of your organisation.

• Your support can be led by any part of your organisation, including your LGBT employee network group.

• Your support can be directly financial (e.g. event sponsorship) or in-kind (e.g. your digital team developing a group's website)

• For B, C and D, you can evidence supporting a specific initiative within a wider LGBT group (for example, for B, funding a bi-specific strand of an LGBT Pride event).

• D – this should be a group or initiative engaging with LGBT communities that experience multiple forms

of marginalisation, for example LGBT people of colour, LGBT disabled people or older LGBT people.

* More marks are awarded for higher grades of work. You will be given marks for the highest awarded grade for each sub-question (A, B, C, D), but you should provide evidence for all applicable grades.

* Example of grade 1: Providing space for a group's event

* Example of grade 2: Funding a local Pride's series of events throughout one year, or developing a group's website for multiple years

* Example of grade 3: Supporting a group's programme of activity for three years, including sponsorship, skill sharing and providing event space

	Grade 1: One-off financial/in-kind support	Grade 2: Support for one year or support of one kind for more than a year	Grade 3: Partnership of a year or more with multiple forms of support, supporting a group's long-term sustainability	None
A. LGBT group or initiative	✖	✖	✖	✔
B. Bi-specific group or initiative	✖	✖	✖	✔
C. Trans-specific group or initiative	✖	✖	✖	✔
D. Intersectional group or initiative	✖	✖	✖	✔

8.2 In the past year, has the organisation utilised its social media accounts and online presence to demonstrate support of the following? Tick all that apply.

Guidance:

• This question examines how you demonstrate to the largest possible audience that your organisation is committed to LGBT equality. The social media accounts here should be the ones with the widest reach.

• This can be the LGBT employee network group being re-posted by an account with bigger reach.

Responses Selected:

A. LGBT equality

B. Bi equality

C. Non-binary equality

D. Trans equality

A: Upload screenshots of social media activity.

SM review for Stonewall application.docx

Filename: SM review for Stonewall application.docx **Size:** 12.0 MB

B: Upload screenshots of social media activity.

C: Upload screenshots of social media activity.

D: Upload screenshots of social media activity.

A: Provide the date of this activity.

6 Oct 2020

B: Provide the date of this activity.

6 Jan 2021

C: Provide the date of this activity.

6 Apr 2021

D: Provide the date of this activity.

6 Jul 2021

8.3 In the past year, has the organisation supported LGBT equality campaigns?

Guidance:

• This must be an external equality campaign and your support must reach beyond social media and internal awareness-raising activities.

• Examples might include promoting an anti-HBT (homophobic, biphobic and transphobic) bullying campaign or taking part in the Rainbow Laces campaign.

No

Part 2: Sector engagement

8.4 In the past year, has the organisation promoted LGBT equality in its sector?

Guidance:

• This can include co-organising sector network activity, as well as other Diversity and Inclusion initiatives and events.

Yes

Describe how the organisation has promoted LGBT equality in its sector (max. 500 words). Please include specific dates or time periods.

Throughout the year the Police Service of Northern Ireland has issued a range of articles and media lines following enquiries we have received from various media outlets.

Due to the ongoing pandemic, over the past number of years we have taken part in Belfast Pride virtually. Both in 2020 and 2021, we have worked with our colleagues in our LGBT Network and have produced short films which have submitted to Belfast Pride as part of their virtual online event.

The short films have also featured on our social media channels and our internal Intranet.

We have also proactively taken part in Omagh Pride in September 2021 when a representative from our LGBT Network addressed the crowd to share his views , feelings and experience of what it is like to be a Gay Police officer in Northern Ireland.

We have continued to support our colleagues in our LGBT Network and have provided them with advice and guidance on a range of issues including media relations.

As part of our ongoing engagement for Student officers/members of staff recruitment campaigns, we held a number of engagement events - please see section 2.1 for a full list of details.

There has been 24 articles in the past year tagged to the LGBT Network. In total, all the articles have accumulated 14,622 views so far and counting. On average we're issuing one article per fortnight specifically on LGBT+ issues.

Part 3: Sector delivery

8.5 In the past year, has the organisation examined service user or customer journeys to ensure there are no barriers to LGBT people accessing products or services?

Guidance:

• This should be a formal mapping process of the touch points between the service user/customer and the service/product.

• This should look at a different service user or customer journey to previous submissions within this or the last cycle, for example examining a different area of the business.

No

8.6 Does the organisation collect LGBT monitoring information on service users or customers for the following analysis? Tick all that apply.

Guidance:

• You should demonstrate how you collect the data and how it is analysed.

• This should break down the experiences of service users and customers by sexual orientation, gender and trans status.

Responses Selected:

C. None of the above

8.7 Does the organisation systematically monitor LGBT-related complaints made by service users or customers?

Guidance:

• You should demonstrate how the complaints process is communicated, how you collect the data and how it is analysed.

No

8.8 Does the organisation enable non-binary service users or customers to have their identities recognised on all systems?

Guidance:

• This might include providing gender options other than male and female and providing gender-neutral title options, such as Mx.

• You will only receive a mark for gender-neutral title options if you collect no other gender marker data.

No

8.9 Has the organisation consulted with LGBT service users or customers in the past year to tailor services or products to their needs?

Guidance:

• The consultation should have involved lesbian, gay, bi and trans (including non-binary) service users or customers.

No

8.10 What percentage of frontline employees have been trained on the needs of LGBT service users or customers? Select the completion rate for the training.

Guidance:

• The training should reach as many frontline employees as possible and be specific to the services they are providing.

• Content should also include the steps frontline employees can take to eliminate discrimination and ensure LGBT service user and customer needs are met.

• Content should explicitly cover lesbian, gay, bi and trans (including non-binary) identities.

• Examples of content you could upload are case studies, e-learning screenshots or PowerPoint presentations.

E. No training completed

8.11 Does the organisation have a public-facing policy that bans biphobic, homophobic and transphobic discrimination in its services?

Guidance:

* The policy should clearly state that you will not tolerate discrimination, bullying or harassment on the grounds of sexual orientation or gender identity and/or trans identity. These may be listed along with other protected characteristics.
* The policy should cover incidents towards service users from employees, towards employees from service users, and between service users.
* The policy should include clear information about how to report an incident and how complaints are handled.
* The policy does not need to be published as a formal document and could, for example, be displayed on your website.

No

8.12 In the past year, has the organisation communicated or promoted its services or products as being explicitly LGBT inclusive?

Guidance:

* The communication can be digital or physical.

No

Staff feedback questionnaire

In Progress - Last edited: 5 Oct 2021

Form for "Staff feedback questionnaire"

This is my form.

Staff feedback questionnaire

The Staff Feedback Questionnaire examines the experiences of UK-based employees in your workplace. In the survey, we ask your employees about key indicators of inclusion in your workplace. We use this to understand your LGBTQ+ and non-LGBTQ+ employees' experiences and opinions.

The questionnaire is worth 20 (10%) of the total available points for your submission. 2 marks will be awarded if you provide evidence that you've send the questionnaire to all staff before the main submission deadline of 5 October 2021. The remaining 18 points are determined by the responses of your employees.

The questionnaire is open until midnight GMT 5 November 2021 and you can circulate it with staff at any time. We would recommend organising a 3-week survey campaign to maximise the number of responses you get. Diversity Champions receive an in-depth analysis report of their staff's feedback. The more staff who respond to the survey, the more useful, detailed and representative this analysis will be for your organisation.

Please contact your account manager or memberships@stonewall.org.uk for your organisation's unique questionnaire link.

Has the staff feedback questionnaire been sent to all staff at your organisation?

Guidance:
• This should include all the staff you can reach digitally to complete the questionnaire.
• Evidence could include a screenshot of an intranet post or internal email.
• You must share the survey with all staff, not just, for example, your LGBT Employee Network Group members.
• This question is worth 2 of 20 points available for the staff feedback questionnaire.

Yes

Upload an all-staff communication promoting the questionnaire.

SCREENSHOT OF ORGANISATION-WIDE WEI SURVEY EMAIL.pdf

Filename: SCREENSHOT OF ORGANISATION-WIDE WEI SURVEY EMAIL.pdf **Size:** 265.7 kB

Additional awards

In Progress - Last edited: 5 Oct 2021

Form for "Additional awards"

This is my form.

Additional awards (optional)

The following awards will be given to outstanding individuals and network groups who have contributed significantly to LGBTQ+ equality, both within their workplace and the wider community.

The nominations are longlisted by Stonewall's Workplace team and then shortlisted and awarded by an internal Stonewall panel. Award winners are profiled in Stonewall's Top 100 Employers publications.

Individuals and network groups can still receive an award even if their organisation doesn't achieve a Top 100 ranking or Gold/Silver/Bronze Employer award.

1. Change Maker of the Year

This year we will be celebrating a group of Changemakers of the Year. We want to hear about individuals who have gone above and beyond to create workplaces and communities where every LGBTQ+ person can reach their potential.

This award is open to LGBTQ+ and non-LGBTQ+ individuals.

Your nomination could be:
* An LGBTQ+ network chair who's championed inclusivity in the network and organised a series of events about being an LGBTQ+ person of faith.
* A gay network member who's developed and delivered training on how to be a bi ally.
* A non-LGBTQ+ ally who has proactively embedded trans inclusion in the service they manage.
* A non-binary senior champion who's supported the growth of the network group and shared their experiences at events.

If you would like to nominate an individual for a Change Maker award, please tell us about the great work they've done over the past year. You can complete up to three nominations below. You should tell us how the individual has contributed significantly to LGBTQ+ equality in your workplace and/or the wider community.

It is your responsibility to ensure you have the explicit permission of the individual to share any personal information with Stonewall.

If one of your nominees is chosen by our awards panel, we will work with them to explore their identity and achievements fully for their public profile. None of the nomination information will not be published without their consent.

Change Maker nomination 1 (max. 600 words)

(No response)

Change Maker nomination 2 (max. 600 words)

(No response)

Change Maker nomination 3 (max. 600 words)

(No response)

2. Network Group of the Year

Our second award will be for the Network Group of the Year. We want to hear about network groups that have:

* Provided consistent support to colleagues throughout the COVID-19 pandemic
* Held innovative awareness-raising events
* Worked to make their activities inclusive of and accessible to all LGBTQ+ colleagues
* Supported the organisation to go further on its LGBTQ+ inclusion journey

If you would like to nominate your network group for this award, please tell us about the great work they've done over the past year.

Please reference work which may have already been documented in the LGBT Employee Network Group section.

Network Group nomination (max. 1000 words)

(No response)

Please tick here to confirm that any nominated individual(s) have given explicit permission to share the personal information contained in this section with Stonewall.

(No response)

Corporate Policy

SERVICE INSTRUCTION

SI Identification Number	SI9999
Policy Ownership	
Issue Date	XX/XX/XXXX
Review Date	1 year from issue date
Last Updated	
Governing Service Policy	
Cancellation of	XX/XXXX
Classification	**OFFICIAL [HANDLING DESCRIPTOR]**

SI9999

Shared Parental Leave

This service instruction provides direction on how to support applications for Shared Parental Leave within the Police Service of Northern Ireland.

Keeping People Safe

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1. Introduction

This service instruction is to provide clarity on Shared Parental Leave, what the related entitlements are, and explain the process of applying for Shared Parental leave.

The Police Service of Northern Ireland (PSNI) is committed to supporting new and expectant parents throughout their career with the organisation regardless of age, disability, race, ethnicity, religion/belief, sex, gender identity, gender expression, sexual orientation, marriage, civil partnership, pregnancy or maternity characteristics. This service instruction targets all previous categories of the organisation and also spans all levels of the organisation applicable to all full-time and part-time police officers and police staff.

This service instruction should be read in conjunction with the Shared Parental Leave Guidance. The latter document provides more detail on the specific areas such as eligibility criteria, application process and the necessary forms.

2. What is Shared Parental Leave (SPL)?

Shared Parental Leave (SPL) is time away from the workplace that can be shared between parents during a child's first year of life. This enables both parents to take an active role in caring for their baby and avail of additional time off to accompany Maternity Support Leave (formerly known as paternity leave).

This allows parents to balance their childcare options during the first year of the child's life. Parents can break up leave periods, take time off together, or try and plan between themselves how best to manage time with their new family member.

3. Eligibility

This service instruction applies to all individuals within the organisation who meet the specific eligibility criteria regardless of age, disability, race, ethnicity, religion/belief, sex, gender identity, gender expression, sexual orientation, marriage, civil partnership, pregnancy or maternity characteristics paying particular regard to the personal preferences, dignity and respect and how they will be treated.

For the specifics of eligibility please refer to appendix A.

4. Types of Shared Parental Leave

Either a solid period of leave can be taken or leave can be shared between parents. If the leave is to be broken up it can be taken in a maximum of three separate blocks.

Leave can be taken either at the same time or at separate times.

Continuous block – this is a request for an unbroken period of time off. All such requests will be accepted if related eligibility criteria are met.

Discontinuous block – this is a request for SPL that is broken up.

E.g. 2 weeks SPL, 1 week back at work, 6 weeks SPL. In this instance the request counts as 2 blocks of SPL. Discontinuous leave can only be taken with PSNI's agreement and all applications for same will be considered by management.

Authorisation of discontinuous leave must be through local line management or above.

There is no appeal mechanism for discontinuous leave applications.

5. Process

To enable Shared Parental Leave (SPL) to be taken, the primary parent must take at least 2 weeks compulsory maternity leave. The remaining 50 weeks leave can either be taken as maternity leave or as Shared Parental Leave, split with the secondary parent. **The primary parent must agree to end their maternity leave to enable the secondary parent to avail of Shared Parental Leave.**

Note - Once a primary carer has formally ended their maternity leave it cannot be restarted.

Maternity Support Leave (MSL) is unaffected by SPL. MSL must be taken prior to SPL and should be taken within the first 56 days of the child's birth.

Parental leave entitlement is not impacted by SPL.

6. Application Process

1. Applicant outlines their intention to apply for Shared Parental Leave with their line manager (continuous/discontinuous & potential dates).
2. A minimum **8 weeks'** notice to apply for Shared Parental Leave unless the child is born more than 8 weeks early in which case this period will be shorter.

3. Complete and submit relevant paperwork (see Shared Parental Leave Guidance). Documentary evidence includes MATB1 form, birth certificate, placement certificate.
4. Continuous Leave – line manager must approve (providing eligibility criteria is met) and forward documentation on to the HR Service Centre via the HR Knowledge Centre.
5. Discontinuous leave – line management must meet the applicant within 14 days of submitting the SPL request and confirm decision. The purpose of this meeting is to discuss the approval and alternatives if applicable. Once all relevant documentation is complete, (providing eligibility criteria is met) forward documentation onto the HR Service Centre.
6. HR Service Centre will process the application Pay Branch.

7. Pay

Either parent will receive either the Shared Parental Pay (ShPP) rate or 90% of average weekly earnings, whichever is lower. For the most up to date figure please refer to https://www.gov.uk/shared-parental-leave-and-pay/what-youll-get .

If both parents qualify for ShPP they should decide how the split is planned and discuss this with their respective employers.

8. Making changes to Shared Parental Leave

If there is a joint entitlement to SPL, parents will have to notify their respective employers of how much leave they each intend to take as part of the entitlement notice. Both parents must notify each employer in writing -

- Details of their original division of leave
- Advise that they would like to alter the dates
- Advise on their new SPL dates
- Both parents must sign notification of the agreed new dates
- This should be done at least eight weeks before the new dates begin

Note – maximum number of 3 alterations to SPL requests are allowed. After this the PSNI is under no obligation to alter/cancel the leave.

9. Withdrawal of Shared Parental Leave

Once the primary parent has handed in notice to end maternity/adoption leave and either parent has informed their employer of their entitlement to Shared Parental Leave, the notice is binding and cannot be withdrawn unless –

- Within eight weeks of the primary carer submitting the end of maternity notice, it transpires that neither parent qualifies for Shared Parental Leave or Shared Parental Pay.
- If notice was given prior to the birth of the baby, application can be withdrawn up to six weeks following the birth without reason.
- The employee's partner dies.

Note – if an individual is no longer responsible for the child the SPL/ShPP automatically stops.

10. Death of a child before, during or within the 1st year

On the occasion where the child dies during this time –

- All previously agreed requests will still be upheld and the individual is still entitled to take this leave. Only one application to change the requested dates will be accepted.
- If no application had been made prior to the death, no SPL submission can be made.

11. Contact during Shared Parental Leave (SPLIT Days)

Prior to taking leave there should be discussion/agreement around what contact should be expected during the leave period.

Shared Parental Leave in Touch (SPLIT) Days – officers and police staff can work up to 20 days under Shared Parental Leave in Touch Days (SPLIT days). These days are completely optional and must be prior agreed between both line managers and individual. SPLIT days are not compulsory and can be used to cover for example (and this list is not exhaustive) - training, team meetings, significant team events.

Documentation - Complete Form 5: Notification of Shared Parental Leave In Touch Days (form SPLIT1).

Both parents are entitled to up to 20 SPLIT days and are taken without ending Shared Parental Leave.

SPLIT days are paid at the normal rate and payment is for number of hours worked although regardless of the hours worked in that day it will count as 1 SPLIT day.

SPLIT days are in addition to the 10 optional maternity Keep In Touch (KIT days) days.

12. Information for Management

Staff/officers have the option to apply for either discontinuous or continuous leave.

Applications for a continuous block of leave cannot be refused if eligibility criteria are met.

If discontinuous leave is requested management must consider –

1. If the application can be accepted/refused.
2. Consult with Operational Planning or relevant person responsible for planning leave to assist in the decision making.
3. If the discontinuous application is to be refused then a continuous option will be automatically granted if the individual wishes to still avail of SPL.
4. Applicants can at this stage provide revised dates for the continuous block and this does not count towards the notification limitations.

Application considerations for discontinuous leave –

1. Discuss the practical implications of the application with Operational Planning or relevant person responsible for leave
2. Consider key events during the leave requested, how might the leave impact on staffing?
3. How will the role be backfilled/ covered?
4. How could SPLIT days be used during the leave of absence?

Management must meet with the applicant within 14 calendar days of receiving the discontinuous leave request to discuss the application. During this meeting -

1. Complete the discontinuous leave request form. If the request is being refused the rationale for this must be clearly outlined.
2. Complete and sign all sections of the documentation.
3. Inform the applicant of their decision.

4. Ensure all documentary evidence is attached (e.g. MATB1, placement letter, etc.).
5. Send all documentation to the HR Service Centre via the HR Knowledge Centre.

Incomplete forms and/or documentary evidence submitted to the HR Service Centre may be returned and could result in a processing delay for the requester.

Please refer to the Shared Parental Leave Guidance for all forms.

13. Guidance for HR Service Centre

1. Upon receipt of application, check all relevant sections are completed as appropriate and relevant documentary evidence is provided.
2. Check entitlements under:-
    a. Continuity of Employment test with Pay Branch
3. Forward SPL application to Pay Branch
4. Upon receipt of confirmation from Pay Branch that SPL can be processed,
    a. send confirmation to management and applicant directly, or
5. In cases where SPL cannot be processed, Pay Branch will advise HRSC as to the rationale so individuals can be informed.
    a. send confirmation to management and applicant directly
6. Confirm details onto SAP
7. Place forms/copies on personnel file.

Appendix A – Eligibility for Shared Parental Leave

You can apply for Shared Parental Leave within the PNSI if you meet the following criteria –

1. Are you a member of police staff or a police officer within PSNI?	Yes/No
2. Are you • The primary carer/mother/adopter? or • The secondary carer/father (in case of a birth), spouse, civil partner or partner of the child's mother/adopter? or • Intended parents in a surrogacy arrangement?	 Yes / No Yes / No Yes / No
3. Will both parents share the main responsibility for the care of the child at the time of the birth or placement for adoption?	Yes / No
4. Is the child's primary carer/mother/adopter entitled to the benefits of maternity/adoption leave, Statutory Maternity Pay (SMP), Statutory Adoption Pay (SA Pay) or Maternity Allowance (MA)?	Yes / No
5. Do you satisfy the 'Continuity of Employment Test' (see following table) & your partner must satisfy the 'Employment and Earnings Test'?	Yes / No
6. Do you satisfy the 'lower earnings limit'? (see following table)	Yes / No

If you are unsure as to whether you meet the requirements at points 5 & 6 please contact pay branch.

Continuity of Employment Test	**Employment & Earnings Test**
- By the end of the 15th week before the child's date of expectancy/matching, have you worked for the same employer for at least 26 weeks? - Will you still be working for this employer at the date of leave? - Police Officers – must have worked for not less than 1 year	- In the 66 weeks up to the baby's due date/matching have you worked for a minimum of 26 weeks and earning an average of £30/week (as of 2015) in any 13 weeks

To qualify for the **Lower Earning Limit,** you must have **–**

- Passed the continuity of employment test
- Earned an average salary of the lower earnings limit of £112 for 8 weeks before the expected due date (or matching date in Adoption)
- The other parent meeting the employment and earning test

Appendix B – Glossary

Continuous leave/block - the request for time off that is in one solid period.

Discontinuous leave/block – the request for time off that is in a number of different periods of time broken up with returns to work

Maternity support leave – previously known as paternity leave, although now gives recognition to where parents are not aligned to gender specific male/female combinations. This leave is to support the primary parent at and around the time of childbirth

Primary parent – is the birth parent /biological mother, or the parent who intends to avail of the main maternity related leave. This is not gender specific.

Secondary parent – is either the biological father, or the parent who intends to avail of the maternity support leave (previously paternity leave).

Shared Parental Leave (SPL) – up to 50 weeks of leave and up to 37 weeks of pay and choose to take the leave and pay in a more flexible way (each parent can apply to take up to 3 blocks of leave, interspersed with periods of work).

Shared Parental Pay (ShPP) - If the primary parent/mother or adopter curtails their entitlement to maternity/adoption pay or maternity allowance before they have used up their statutory entitlement to 39 weeks' pay then Statutory Shared Parental Pay could be claimed for any remaining weeks. For example, if a mother curtailed their maternity pay after 30 weeks, 9 weeks would still be remaining and this could become Statutory Shared Parental Pay.

Shared Parental Leave in Touch (SPLIT) Days – Parents are entitled to up to 20 days during SPL without bringing it to an end. These are called 'shared parental leave in touch' (or SPLIT) days. These days are in addition to the 10 'keeping in touch' (or KIT) days already available to those on maternity or adoption leave. SPLIT days are optional - both you and your officer or staff member must agree to them.

Appendix C – Relevant legislations, regulations and documents

- Shared Parental Leave Guidance
- New & Expectant Parents Service Instruction
- New & Expectant Parents Guidance
- Special Leave Service Instruction
- The Shared Parental Leave Regulations (Northern Ireland) 2015
- Maternity and Parental Leave etc. Regulations (Northern Ireland) 1999
- The Additional Paternity Leave Regulations (Northern Ireland) 2010
- The Adoption (Northern Ireland) Order 1987
- PNB Circular 2014/11
- PNB Circular 2014/23
- PPSD 4/2014 – Maternity
- PPSD 1/2017 – Maternity
- PPSD 6/2011 – Additional paternity leave
- PPSD 1/2011 – KIT days
- POB 4/2007 – adoption
- NICS Handbook
- Fair Employment & Treatment Order 1998 & amended Regulations (NI) 2003
- Race Relations Order 1997
- S75 of NI Act 1998
- Sex Discrimination (NI) Order 1976 as amended
- Disability Discrimination Act 1995 as amended 2004
- Employment Equality (Sex Discrimination Regs NI) 2005
- Employment Equality (Sex Orientation Regs NI) 2003
- Employment Equality (Age Regs NI) 2006
- Employment Rights (NI) Order 1996
- Employment Relations (NI) Order 1999 as amended 2004
- Part Time Workers prevention of less favourable treatment Regs (NI) 2000
- Fixed Term Employees Prevention of less favourable Treatment Regs (NI) 2002
- Employment (NI) Order 2002 as amended 2003

The above list is not exhaustive

The Police Service of Northern Ireland

Menopause Workplace Guide

Version 1.

Keeping People Safe

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1. Introduction

The Police Service of Northern Ireland (PSNI) is committed to ensuring that all police staff and police officers are treated both with dignity and respect with consideration being given to their health and wellbeing throughout their service. As such, the Police Service of Northern Ireland is mindful of, amongst other issues, age, gender and disability and how these may link to issues affecting women within the service who are experiencing symptoms linked to the menopause.

Supporting people through the menopause in the workplace to maintain a healthy and engaged workforce is vital. Not only can this ensure the Health & Safety of those involved is considered, but this can help contain any financial or resource implications that poor management may result in. Having officers and staff who are resilient and supported can result in an agile and engaged workforce to deliver the service we aim to provide.

This guidance is written for any staff/officers who find this information useful regardless of age, disability, race, ethnicity, religion/belief, sex, gender identity, gender expression, sexual orientation, marriage, civil partnership, pregnancy or maternity characteristics.

This document provides a framework of guidance on how we may deal with menopause related issues, either for individuals experiencing this natural stage of life condition or those who are perhaps affected indirectly, for example, line managers, partners (including same sex partners) and colleagues.

There are now more women in work than ever before, with over 70% of all females in the UK in paid employment in 2017 (ONS, 2018), and more women working later in life, with participation in the labour market for women between 50 years old and state pension age increasing from 63% in 1994 to 72% in 2015 (ONS, 2015).

This changing workforce is also evident within the PSNI.

The percentage of female PSNI officers has increased from 12% in 2001 to 29% in 2018 (PSNI workforce figures as of spring 2018). Furthermore, the percentage of female officer aged 34 or below has decreased from 44% of all female officers in 2012 to 27% in 2018, whilst the percentage of female officers aged 50 or older has increased from 3% to 14% over the same time period (PSNI, 2018).

The gender breakdown of police staff show that over 43% of female staff are aged 50+ years, with an additional 44% of police staff aged between 35 - <50 years old (PSNI, 2018).

The PSNI recognises the importance of educating, supporting and protecting individuals who are both managing people going through the menopause and those who are directly experiencing severe side-effects of such.

The **purpose of this document** is to help:

- **Individuals** to be supported when personally managing symptoms of the menopause:

- **Managers** support police staff/police officers impacted by the menopause, and to provide knowledge/guidance on how they can support their team members.

This guidance is intended to be a 'live' document which will be updated with additional information when available.

2. Background to this work

This guide provides important information to ensure managers have the knowledge to help support their team members, whilst also providing females experiencing the menopause with an understanding of what they can expect from the PSNI. Links to additional information sources are also provided within this document, should further information be required.

The aim is to create an environment where people feel confident enough to raise issues about their symptoms and ask for appropriate adjustments at work if relevant, and that line managers feel informed enough to provide assistance when necessary.

In May 2018 the Police Federation for Northern Ireland (PFNI) carried out research into the menopause and its potential impact on officers and the wider workplace. This research provided evidence of how female police officers in the PSNI experience the menopause at work, whilst also outlining the most beneficial changes which could be made to improve this experience. This publication was a key recommendation from this research, to help raise awareness of the menopause across the service and provide information for managers and individuals experiencing the menopause.

You can access a copy of this report from the PSNI Wellbeing Hub or the PFNI Website.

Male Menopause - 'andropause'

Whilst this guide is focused on the menopause and the impact on females within the Service, it is also important to note that some men experience symptoms more commonly after the age of 40 which may impact upon their overall health and wellbeing.

For more information on this, please refer to the NHS website:
https://www.nhs.uk/conditions/male-menopause/

Therefore, although this guide aims to be of use to women who are experiencing symptoms of the menopause, reading this guide may also help better understand family or friends who are experiencing difficult symptoms regardless of gender.

3. Menopause Facts

The menopause...

What

- Menopause – when a woman stops having periods and is no longer able to get pregnant naturally[1].
- For most, the menopause is a natural part of female aging, when menstruation stops and the body produces less of the hormone oestrogen.
- [2]Medically induced menopause can be the result of reasons such as medical/ surgical treatments, certain drugs, or radiation therapies.

When

- The menopause normally occurs between 45 and 55 years of age.
- The average age for a woman in the UK to reach menopause is 51.
- Around 1% of women experience menopause before 40 years of age.
- Early/premature menopause or medically induced menopause, surgical and medical treatments, such as a hysterectomy or chemotherapy and medical treatments can cause women to go through the menopause at far earlier ages. This can affect any women of any menstrual age.

Symptoms

- Around 80% of women experience noticeable symptoms, however the severity of these differs for each woman.
- 45% of women have symptoms which they find difficult to deal with.

[1]https://www.nhs.uk/conditions/menopause/
[2]www.nhs .uk & www.menopause.org

- Symptoms of the menopause usually last between 4-8 years[3]. (,Faculty of Occupational Medicine; NHS Menopause).

- Symptoms of medically induced menopause can be ongoing for many years or in line with occasions when treatment is administered. These individuals may present with more extreme symptoms in a more compressed period of time.

- For more details about the symptoms please refer to Appendix A.

Peri-menopause

- Peri-menopause - is the time period that leads up to the menopause when many women may experience menopausal symptoms but still have irregular periods.

Individually

- Every woman will experience the menopause differently.

- Some women report no difficulty in managing their life or work whilst going through the menopause, for others the impact may be severe.

[3] "Health and Work Menopause Focus", Faculty of Occupational Medicine; NHS Menopause

4. Top Problematic Work Symptoms

There are a range of symptoms associated with the menopause, including both physical and psychological symptoms. According to the research conducted by the Police Federation for Northern Ireland, the top five most problematic symptoms of the menopause at work, as reported by female PSNI officers, are[4]:

1.	**Tiredness** - This can be related to disrupted nights' sleep as a result of night sweats with many women finding that they have more unsettled and less fulfilled nights' sleep when they are menopausal. Even if sleep is not affected, many women report feeling more tired than normal during the day.
2.	**Poor Concentration** - Many women commonly report an inability to concentrate as well as they used to, as such many say they find it harder to multi-task. This can be a very frustrating symptom of the menopause, particularly within the workplace.
3.	**Poor Memory** - It can be common to forget words, appointments, names and other small details. Many women find that their brain does not feel as engaged as it used to, and describe this as 'brain fog'.
4.	**Sleep Deprivation** - See 'tiredness'.
5.	**Lowered Confidence** - This can be a result of other menopausal symptoms, i.e. poor memory or bladder problems. However there is also a physical reason for it; oestrogen plays an important role in managing chemical activities in the brain, a reduction in oestrogen can result in low mood, anxiety and worry, whilst also affecting the nervous system – combined this can result in loss of confidence.

Please see **Appendix A** for a more extensive list of menopausal symptoms.

[4]PFNI, 2018, 'Keeping People Safe' & the Menopause: Evidence from female Police Officers in the PSNI, PFNI, Belfast

5. Support, Steps and Guidance

If you feel that you are struggling with balancing the side effects of the menopause with presenting safely and engaged to work - please consider the below areas of support for consideration.

Diagnosis of the Menopause

Around 45 years old and after, if an individual is experiencing irregular periods alongside a number of the related symptoms this may be start of the peri-menopause stage. Once periods have stopped for more than twelve months, this may be the start of the menopause.

There is generally no need for a blood test diagnoses to confirm the menopause, although this may still be available through local GP if it is felt appropriate. If younger than 45 years old, through consultation with local GP a blood test may establish if this is likely related to the menopause. If you are concerned about your wider health consultations must be with local/personal doctor/medical practice in the first instance.

Step 1 – Personal Support

It is important that individuals consider all areas of support available to them, and this often begins with looking at what can be done personally in an attempt to alleviate symptoms and to ensure continued engagement in the workplace. As a first step, individuals who are experiencing symptoms of the menopause could consider the following:

- Complete a Personal Menopause Assessment on your day to day work duties – as a guide and further for consideration it may be helpful to refer to Appendix B. This is not compulsory and is intended as a personal aide. It is not essential to complete or share within the organisation.

- Overview your personal health and wellbeing – you may find it useful to consider the specially designed Personal Wellbeing Plan (see Appendix C).

- Ask yourself the following questions:
  - How is the menopause affecting me?
  - What do you have control over to change?

- Have you considered addressing the following:
  - Are you maintaining a healthy weight?
  - Are you drinking enough water?

- If you smoke, you should consider stopping or cutting down on the number of cigarettes you smoke[5] . Smoking has been linked to earlier signs of the menopause[6] and to more problematic menopausal symptoms[7].
- Regular exercise can help to control weight, can help improve and control mood and is good for strengthening bone density[8]. If increasing your level of exercise would be a significant change to your current lifestyle, you should consult with your GP or health professional.
- You could consider wearing layered clothing which can be easily removed. Lightweight, loose clothing can be beneficial as well as clothing made from natural fabrics such as cotton.
- Are you getting enough sleep?
- Have you spoken with your own Doctor/Practice Nurse? Medical options are available from your Doctor/Practice Nurse, however please bear in mind that perseverance may be required as some of the medication can take time for the benefits to be felt.
- Consider thinking of the fuller picture and how you are being impacted in all aspects of your life. This is referred to as the 'biopsychosocial approach – consider the biological, social, and psychological impact the menopause and its symptoms may be having on your life.
- Look at what support organisations might have to offer.

However, if you have considered all of the above and you feel that the organisation can support you further to help you maintain your day-to-day duties; you should arrange to speak to your line manager. Where possible you should bring a clear idea for discussion to your line manager; the questions outlined above may help you with this.

Whilst for some women this may be a daunting prospect, women should feel confident and empowered to engage with their line manager in an open and honest manner. Please be assured that the PSNI takes issues of wellbeing seriously and that the impact of the menopause and its symptoms within the workplace is recognised by the Service.

However, if you feel unable to begin this discussion with your line manager you can seek support from one of the staff associations. Or, you can ask a friend or colleague to accompany you in a meeting with your line manager if this helps progress the conversation.

[5]NHS Stop Smoking Services https://www.nhs.uk/live-well/quit-smoking/nhs-stop-smoking-services-help-you-quit/
[6]Butts, S.F., Sammel, M.D., Greer, C., Rebbeck, T.R., Boorman, D.W., & Freeman, E.W., (2014) Cigarettes, genetic background and menopause timing: the presence of single nucleotide polymorphisms in cytochrome P450 genes is associated with increased risk of natural menopause in European-American smokers, Menopause, 21(7), p694-701
[7] Butts, S.F., Freeman, E.W., Sammel, M.D., Queen, K., Lin, H., Rebbeck, T.R., (2012) Joint Effects of Smoking and Gene Variants Involved in Sex Steroid Metabolism on Hot Flushes in Late Reproductive-Age Women, The Journal of Clinical Endocrinology and Metabolism, 97(6), p1032-1042
[8]NHS Menopause Overview https://www.nhs.uk/conditions/menopause/

Solution Based Conversations

Before meeting with your manager - Prepare yourself with what you feel the issues are that you feel you wish to discuss. Be sure you have looked at all the options that you have control over and addressed what you can. Be clear about what you would like help with, and possibly how you feel management could support you. **Be realistic.** Not all your options may be practical but bringing solutions to the discussion is easier to help the discussion. It is an important step to know what is having the biggest impact on you which your manager may or may not recognise.

If you feel you are struggling to speak with your direct line manager find an alternative manager whom you feel you can speak openly with. If you still feel you have no options within local management contact one of the staff support organisations.

Workplace events/courses and training

If you are due to attend a workplace event or course and for symptomatic reasons you feel attending the workplace event/course would be a detrimental challenge, there is the possibility to look at attending an event which helps accommodate specific requirements/considerations (possibly following a rehabilitation pathway).

In relation to mandatory training such as PSP, First Aid and Firearms options are already in place supporting people for a variety of reasons and may be worth considering if you feel this would benefit you in becoming/maintaining necessary mandatory training levels.

For more information on this please speak with your line manager initially and subsequently the local training team about specific considerations prior to the training date. Contacting the training team may help ensure extra considerations or preparations are accounted for in advance. It is important to keep your manager informed of any changes to ensure wider operational efficiency and effectiveness.

Uniform considerations & equipment

If your daily duties are becoming overbearing and restricted by aspects of your uniform you should speak firstly to your line manager and identify the problems you are encountering and any potential adjustments you feel may assist you. There may be simple alternatives available. The completion and sign-off of the Personal Wellbeing Plan is a *requirement* for specialised uniform adjustments to be authorised.

Possible uniform adjustments:

1. **Access to additional uniform items** – the provision of additional items of uniform is available for female officers and staff who are suffering from severe menopausal symptoms and who may require extra items. If this is an adjustment you feel would assist you in managing the impact of your menopausal symptoms at work, you should bring this to your line manager's attention alongside your Personal Wellbeing Plan, where it can be recorded. This decision should be taken in conjunction with, and signed off by, your line manager.

2. **Access to poly cotton wool free trousers** – menopausal officers and staff who are suffering from severe menopausal symptoms can be provided with poly cotton wool free uniform trousers (also referred to as anti-wool allergy trousers), in cases where it is identified that the woollen uniform trousers are adversely impacting upon menopausal symptoms. The poly cotton uniform trousers are a lightweight trouser, free from wool, which may aid skin irritations arising from the menopause. If this is an adjustment you feel would assist you in managing the impact of your menopausal symptoms at work, you should bring this to your line manager's attention through your Personal Wellbeing Plan, where it can be recorded. This decision should be taken in conjunction with, and signed off by, you line manager. Line managers should ensure they inform the district Uniform Liaison Officer (ULO) of this decision. Please note, under these circumstances a referral to OHW is no longer required.

Personal Menopause Assessment/Personal Wellbeing Plan

If you feel that the impact of the menopause is causing concerns in the workplace it is your personal responsibility to bring these issues forward to your line manager firstly for further consideration. By working through a personal menopause assessment with your line manager, this might help focus attention and help prioritise requirements.

Risk assessments should also be carried out when a temporary or permanent medical condition may impact on the health and safety of the individual, it may be appropriate to consider this.

[http://policenet/psni_risk_assessment_process_and_associated_guidance_-_revised_december_2014_-_final.pdf]. This can be revisited as and when the individual's situation changes and it is felt the current assessment may need to be revisited.

The **PSNI Health and Safety Branch** hold a plethora of experience and information which can help support people through risk assessments. Please refer to the PoliceNet page in the first instance -
http://policenet/main-home/directory_human_resources/human_resources/health_and_safety_welcome/risk_assessment.htm

Duty/role adjustment or Flexible Working

If you are finding normal work and the related working patterns extremely challenging there may be simple, **short-term accommodations** that could be made to help keep you at work and to improve your day-to-day experience of work.

Speak with your line manager in the first instance to bring forward what you are struggling with and what you think would help. Your line manager may be able to apply local arrangements for a short term basis that will help keep you confidently functioning and fully engaged with your work (this may need to be in conjunction with operational planners). Any temporary adjustments made must have a set review date agreed to revisit the requirements which may change within the agreed period of time – set a clear end date for review.

If you are looking for a more **long-term working pattern alteration** and wish to formally apply for a permanent flexible working pattern (compressed hours, reduced hours, etc.), this must be applied for via the normal flexible working request process.

Disability related – if your condition is "a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities"[9], it may be considered under the Disability Discrimination Act (DDA). If this applies to you reasonable adjustments must be considered and implemented outside the formal flexible working process.

If you feel your conditions could possibly meet the above definition of disability then a referral to Occupational Health and Wellbeing (OHW) should be made – please see below for further details

Step 2 – Management Support

Whilst there are a range of adjustments which can be made depending upon the problematic symptoms experienced by the individual (please see Appendix A), there are also a number of wider operational support measures which can be considered.

Role of a line manager...

As a line manager your key role is to support your team members who may be dealing with problematic symptoms associated with the menopause. Failure to consider adaptions or reasonable adjustments for individuals could be a potential breach of Health and Safety, or other Equality Legislations (for example Sex or Disability) which must also be remembered. To do this you should make yourself aware of the menopause and its symptoms, as well as the impact they can have in the workplace, and create a culture where your team members do not feel embarrassed to approach you.

[9][https://www.equalityni.org/ECNI/media/ECNI/Publications/Individuals/DisabilityDiscrimShortGuide2011.pdf , 8/3/19].

Menopausal symptoms can affect a person's confidence – please be considerate of this, you will be in a better position to assist if you are aware of the issues associated with the menopause. As with all issues of a personal nature, line managers should ensure that they maintain confidentiality in handling information relating to the menopause.

As a line manager, you should ask yourself the following questions and seek answers from this guidance and from the additional sources of information provided at the end of this document:

- Would it benefit me to understand more on what the menopause is and how it can impact on daily functioning? If so, please refer to the information sources provided within the Appendix A : Symptoms of the Menopause.

- Do I know how the menopause is impacting on my team members daily working duties?

- What would assist my team member to keep them safely at work?

- What can we do as an organisation to support them?

- Have I talked through the Personal Wellbeing Plan with my team member? (See Appendix C).

- Have I visited/re-visited the risk assessment with my team member?

- Am I available/accessible to my team?

If you are approached by a member of your team it is important to remember that each woman will experience the menopause in a different way and as such may require a different level and type of support. It is therefore imperative that you listen to the individual and allow their experience to determine the direction of the conversation and, where necessary, consider what adjustments are appropriate.

Management style

The importance of the management style used when a colleague takes the step to approach the line manager is vital. Whilst key actions that a line manager must do are:

- Carryout a risk assessment if an individual stresses their symptoms are impacting on them carrying out daily tasks - **http://policenet/main-home/directory_human_resources/human_resources/health_and_safety_welcome/risk_assessment.htm**

- Keep regular contact with your colleague especially if they have raised a wellbeing concern with you.

- Do not ignore the concerns of your team member - Listen – talk – listen.

Some further considerations are:

- If a person discloses they are experiencing problematic symptoms associated with the menopause, it is important to acknowledge that this is a normal stage in life and that there are adjustments which can be considered to help accommodate the impact of symptoms in the workplace;

- Know where resources are or can be found for the individual and for you as line manager. Signpost or provide further information for the individual;

- Discretely and without breaching confidentiality speak with relevant support mechanisms that can help your colleague to stay engaged with the workplace (staff associations, operational support, health & safety, HR, OHW, etc.);

- Keep in touch with your colleague on a regular basis to ensure they are able to approach you and speak with you if further issues arise. This may be informal chats, regular formal reviews, phone calls);

- Ask the individual what way they would like to be supported by you.

Solution Based Conversations

When speaking with your team member - Remember that this provides an opportunity as a leader to show understanding and compassion and demonstrate your willingness to support your team member. Listen, and ask how the individual would like to be supported. A Personal Wellbeing Plan has been created (see Appendix C) which can be used to guide the conversation between you and your team member.

If you are not sure of what your next steps should be then take time. Make a follow-up meeting date and in the interim find the relevant information you need. Be discrete, sensitive and positive with the individual. You may not have all the answers, but where possible find the answers and give valid and useful information to support your staff and officers in doing their job.

Reasonable Adjustments

Managers should understand that adjustments may be necessary to support women who are going through the menopause and experiencing problematic symptoms. This will include those who are peri-menopausal. The purpose of a reasonable adjustment is to remove barriers, where possible, which get in the way of an individual doing their job. The adjustment should be tailored to address the barriers/issues experienced specifically by the individual and should be identified through discussions with this individual – it is important, as a line manager, to avoid making assumptions.

A Personal Wellbeing Plan has been developed to aid conversations between menopausal staff and their line managers, it is recommended that all line managers familiarise themselves with the content of this.

Further considerations

Where possible considerations that can be implemented to make the working environment more comfortable for females experiencing troublesome menopausal symptoms are as follows:

Provide private area/spaces for women to rest/recover/make a telephone call to personal or professional support. Women going through the menopause may need to manage the impact of their symptoms; a private space to rest temporarily may be beneficial.

Flexibility in rest breaks will enable people managing problematic symptoms to contribute more fully in the workplace. A member of staff with medication may want to take it in a quite/private space at specific times to maintain health and wellbeing whilst others may need time to walk around, to cool down, and ease pain in arthritic joints/back pain or simply take five minutes to clear their head.

Where possible, **facilitate a comfortable working environment** for those suffering with problematic menopausal symptoms. This may include adequate cold drinking water supplies, temperature controlled areas, shower/washing facilities, adequate access to toilet facilities.

Access to toilet or changing facilities – Whilst all workers need adequate toilet facilities, particular consideration should be given to the privacy available if a person is experiencing severe menopausal symptoms. Women going through the menopause may need to change into a set of new clothes and access to toilets/showers/changing rooms. In addition, some women experience an increased need to urinate and/or experience irregular and/or heavier periods if peri-menopausal.

Staff going through the menopause may request to be **positioned near a door or a window or provided with a desk fan**. Such a request should be considered, where possible.

Staff Association

Staff associations can be a valuable resource. Staff Association representatives are a person to talk through concerns with. Nationally a number of these associations have wider links, knowledge and experience that can further support your concerns as the individual going through the symptoms, or the line manager attempting to best support your team.

If you feel you would like to speak with someone to help you there a number of support organisations that are available (please refer to PoliceNet for contact details):

- Unite the Union
- NIPSA – Northern Ireland Public Service Alliance
- Police Federation for NI
- SANI – Superintendents Association NI
- CPOSA (Chief Police Officers Staff Association
- Menopause Support Group – available through PoLKA (College of Policing – Police online Knowledge Area)
- Minority Support Associations (e.g. LGBT Network, Women in Policing Association NI…)

Keep an eye on what supportive programmes are on offer by staff organisations, e.g. - alternative treatments, Cognitive Behavioural Therapy (CBT) courses, etc.

Step 3 – Occupational Health and Wellbeing Support

The role of the PSNI Occupational Health and Wellbeing is to assist and support the staff and officers of the PSNI to maintain their health and wellbeing, in safely fulfilling their day to day duties. If you are, or your team member is, struggling with their health in relation to work or work in relation to their health, then a referral to OHW may assist in managing your health in work. This stage should only be considered **after** personal steps have been taken to understand the impact of menopause on the individual in the workplace, personal responsibility for what they have control over and an attempt, where possible, to make any changes they can to help manage their condition and following discussions with your line manager and the implementation of possible local adjustments, as previously outlined.

Having taken these steps if it still remains detrimentally challenging to safely complete day to day duties OHW referral should be considered.

How – the same Fit for Work referral process should be followed as is currently in place. There is no need to follow any special procedure simply because it may be menopause related.

When attending the OHW appointment it would be very productive for all parties if the following information could be provided by the individual for discussion and ideally recorded in the background information field of the on-line referral, along with specific questions to be answered by the OHW professional:

- What approaches have been taken that have helped reduce the negative effects of menopause symptoms?

- What steps have already been attempted but did not improve conditions?

- The severity of impact on daily work expectations
    - Where are the current barriers to completing your daily work tasks
    - What would help to alleviate the impact on work of the symptoms

6. Further Information & Useful Websites

- PSNI Wellbeing Hub
- NPCC Management of Menopause Transition in the Police Service - **http://www.polfed.org/media/15097/menopause-guidance-document-2019.pdf**
- Police Federation for Northern Ireland
- NIPSA
- NHS - https://www.nhs.uk/conditions/menopause/
- Menopause Doctor - www.menopausedoctor.co.uk
- CIPD 'Let's Talk Menopause' - **https://www.cipd.co.uk/knowledge/culture/well-being/menopause?utm_source=mc&utm_medium=email&utm_content=cipdupdate_27032019_ALT.3/27/2019.757718.EdL1_Menopause_Hub&utm_campaign=cipd_update&utm_term=1143814**
- Inspire Workplace Services – confidential telephone counselling service for police staff and officer, 24-hours a day **http://policenet/main-home/directory_human_resources/occupational_health_new/ohs_employee_support_service.htm**

Appendix A: Symptoms of the Menopause

SYMPTOM	EXPLANATION
Allergies	Hormone fluctuations can cause allergies or symptoms to increase.
Anxiety	Psychological state characterised by excessive and persistent worry, tension and nervousness. Some individuals can experience social phobia, worry and self-consciousness about everyday social situations.
Bloating	Frequently experienced, related to increase in intestinal gas and fluid retention caused by fluctuating hormones. Feeling of fullness or tightness in the abdominal area causes discomfort or pain.
Breast Pain	Tenderness, tightness, soreness, burning, swelling, dullness or aching. Can be intermittent and may affect one or both breasts.
Burning Tongue	Feels like you have taken a drink of something too hot. Common symptoms include dry mouth, sore mouth, itchy or sticky mouth, tingling or numb sensation in the mouth or tip of the tongue, a metallic taste. Oestrogen is found in saliva and so a reduction in the hormone during menopause is thought to be the cause.
Changes in Odour	Can lead to embarrassment, dejection and anxiety in social situations.
Depression	Common symptom entails more than just an occasional bout of sadness. Women aged 45-55 are 4 times more likely to have depression than other women. Characterised by pessimistic sense of inadequacy, feelings of sadness and a despondent lack of activity.
Difficulty Concentrating	Can be caused by lack of sleep, or hormonal fluctuations. Difficulty concentrating on everyday tasks, disorientation, forgetfulness, fuzzy thinking and losing your train of thought. This can be a major cause of concern for individuals who are accustomed to being in control and able to focus on complex tasks.
Digestive Problems	Can be in the form of stomach cramps, bloating, gas, constipation, diarrhoea or false urges to have bowel movements.

SYMPTOM	EXPLANATION
Dizziness	Caused by hormonal fluctuations, dizziness and vertigo are also symptoms of the menopause. May manifest in sensations of light-headedness, imbalance and disorientation.
Electric Shocks	Many individuals report a sensation of electricity passing through places on the head, feeling a zap or surging impulse passing just under the skin, or rivers of electricity running across the skin. Some describe it as if a rubber band is snapping between the layers of skin and muscle.
Emotional	Individuals will often feel emotional without being able to say why that is. Individuals report crying for no apparent reason, struggling to contain emotions in public.
Fatigue	Half of individuals report sleep problems. Hot flushes, night sweats, the need to urinate during the night, stress all contribute to disturbed sleep and therefore on-going fatigue.
Gum Problems	Swollen gums, sensitive or soft gums, gum recession, change in colour from pink to red, pain or burning in gums, more bleeding than is usual.
Hair Loss	Direct result of fluctuating hormones, can cause decreased confidence, reduction in body-image.
Headache	Throbbing, pulsating pain in the head can be intensified by physical activity. Nausea and vomiting, sensitivity to light, sound or odour. Sweaty hands and feet.
Hot Flushes	Caused by reduced oestrogen and can be very debilitating, causing the individual to feel nauseous and light headed. Most hot flushes only last a few minutes, and they're most common in the first year after the final period. The skin on the face, neck and chest may become red and patchy, and there may be sweating. Some individuals suffer particularly heavy sweating during hot flushes which could mean they need to change their clothes. This can be very embarrassing for individuals
Incontinence	Lack of bladder control, particularly when laughing, sneezing or coughing. Some individuals can experience uncontrolled urine flows that aren't linked to any of the above. Often individuals experience the urge to urinate more frequently.

SYMPTOM	EXPLANATION
Induced menopause (medically)	This refers to the menstrual periods that stop as a result of – removal of ovaries, chemotherapy or radiation damage to the ovaries, medications which intentionally induce the menopause. Women who have an induced menopause can suffer the side effects of the menopause alike those going through the menopause naturally.
Irregular Periods	Periods may start unexpectedly causing embarrassment. The individual may experience particularly heavy periods, extreme tiredness, fatigue and mood swings.
Irritability	Excessive response to stimuli, feeling on edge, lashing out in anger or frustration, less tolerance for people and events, reduced patience, over-reacting in situations.
Itchy Skin	Itchy skin characterised by creepy, crawling sensations on the skin, or pins and needles, tingling and pricking of the skin. Can lead to sleep disruption.
Joint Pain	'Arthralgia' – pain, stiffness or swelling in or around a joint, usually knees, hips, back and hands. Many individuals find their thumbs are particularly sore or weak. Also causes fever or redness of the area around the joint; and can be exacerbated by exercise.
Memory Lapses	Inability to retain facts, recall facts, events or previous experiences. Individuals can report 'brain freeze', forgetting where they left things, or an important word without which a sentence just won't make sense. Some may be anxious because they feel these are symptoms of a different condition – Alzheimer's for example.
Mood Swings	Hormone fluctuation, life stresses and sleep disturbed by night sweats all cause emotional distress that may lead to mood swings.
Muscle Tension	Feeling that muscles are always tight or strained, sometimes to the point of frequent pain. Pain or muscle cramps are common.
Night Sweats	This may mean that the individual wakes up frequently during the night. Such disrupted sleep is likely to cause tiredness during the working day and impacts on mood.

SYMPTOM	EXPLANATION
Osteoporosis	Can lead to chronic back pain and broken bones. Often progresses without any symptoms until the bones break, but is generally characterized by a loss of bone mass and strength. Symptoms include loss of height due to weakened spine, bone pain and tenderness, brittle fingernails, tooth loss, stooped posture.
Panic Attacks	Heartbeat increases, breathing quickens, rushes of energy. Caused by hormone fluctuations.
Relationship Issues	Although not an obvious effect on work, this may lead to depression, strain on relationships etc.
Sleep Disorders	Lack of sleep leads to decreased function in the daytime, including lack of concentration, irritability and a weaker immune system.
Tingling Extremities	Tingling in the feet, arms, legs and hands, sensations of pins and needles, prickling or burning along with numbness or reduced feeling.
Vaginal Dryness	As above, but can also lead to increased vaginal infections.
Weight Gain	Experienced by 90% of menopausal women. This can cause depression, poor body image etc.

Appendix B - Personal Menopause Assessment (optional)

Below is a list of some of the key symptoms that you may experience during the menopause and which may hinder your ability to fulfil your day to day duties. The below list is not exhaustive but may help you consider what symptoms you are suffering and what you feel may assist you to undertake your role.

Symptom	**Location you have the Symptom (if both tick both)**		**Severity of the Symptom**				**How frequently do you experience the Symptom**					
	Home	Work	Mild	Moderate	Intense	Severe	Less than Monthly	Monthly	Weekly	Daily	Hourly	Constant
Hot flushes												
Night Sweats												
Irregular Periods												
Mood Swings												
Fatigue												
Hair Loss												
Sleep Disorders												

Symptom	**Location you have the Symptom (if both tick both)**		**Severity of the Symptom**				**How frequently do you experience the Symptom**					
	Home	Work	Mild	Moderate	Intense	Severe	Less than Monthly	Monthly	Weekly	Daily	Hourly	Constant
Difficulty Concentrating												
Memory Lapses												
Dizziness												
Weight Gain												
Incontinence												
Bloating												
Allergies												
Brittle Nails												
Changes in Odour												
Irregular Heartbeat												

Symptom	**Location you have the Symptom (if both tick both)**		**Severity of the Symptom**				**How frequently do you experience the Symptom**					
	Home	Work	Mild	Moderate	Intense	Severe	Less than Monthly	Monthly	Weekly	Daily	Hourly	Constant
Depression												
Anxiety												
Irritability												
Panic Disorder/ Attacks												
Breast Pain												
Headache												
Joint Pain												
Burning Tongue												
Electric Shocks												
Digestive Problems												

Symptom	**Location you have the Symptom (if both tick both)**		**Severity of the Symptom**				**How frequently do you experience the Symptom**					
	Home	Work	Mild	Moderate	Intense	Severe	Less than Monthly	Monthly	Weekly	Daily	Hourly	Constant
Gum Problems												
Muscle Tension												
Itchy Skin												
Tingling Extremities												
Osteoporosis												
Digestive Problems												

Appendix C – Personal Wellbeing Plan

This confidential document is to help guide the conversation between individual and line manager. The purpose is to try and frame the key issues that are priority to address, and to help support an individual to fulfil their day to day duties within the workplace.

The information will be held confidentially, and only be shared with people after agreement with individual/line manager. It should be reviewed on a regular basis and updated if necessary. It should only include information which is relevant to your role and your workplace which may need reviewed on change of either role/working environment.

Name:		**PO/Staff No.**	
Line Manager's Name:		**PIN:**	
Date Agreed:		**Review Date:**	

Please describe how your health problem affects you? How might your symptoms or medication you need to take (you don't have to specify what medication you take) impact on your work?

What steps can you take? Is there anything we need to do to facilitate them?
Please can you state any triggers that might cause your health problem to affect you at work and any warning signs that your manager or colleagues might notice?

What support or adjustments could be put in place at work to minimise triggers or support you manage your symptoms at work? Is there anything within your daily duty that ideally should be avoided/antagonise symptoms?

Signed:

Individual: _____ Date: _____

Line Manager: _____ Date: _____

Personal Wellbeing Plan (PWP) – Guidance Notes

The PWP can be used in a variety of circumstances. It could be useful for any health problem where the person may become unwell at work. The list is not exhaustive but such conditions could include epilepsy, diabetes and any condition where the person might lose partial or full consciousness.

The concept is, that if you give people a "voice" they can explain the help they are likely to need if their condition deteriorates. They should write the PWP themselves, including all of the things that are important to them and to their mental wellbeing. However you can help to facilitate the process by asking open questions, initially concentrating on the positive such as:

- What is their experience of the workplace when things are going well for them?
- What are the things they need to do to maintain good health and wellbeing?
- What coping strategies have worked well for them in the past?
- How have they dealt effectively with challenging situations?
- What has not worked for them in the past and why do they think this was the case?

When the PWP is completed you need to:

- Decide whether there are any other documents or assessments you need to make?
- Record separately and implement any actions you have agreed to make; such as arranging further training, or seeking a mentor perhaps.
- Agree with the individual who else (if for example there has been, so far, no involvement of a staff association or trade union representative, or an HR Caseworker, or your senior manager) do they agree the plan can be lodged with. This will require some diplomacy and sensitivity; but since you will not always be in work when the individual is in work; who else needs to know to ensure that the appropriate interventions are made at the right time?
- Agree when and how often to review the Plan.

Appendix D - Glossary

Biopsychosocial model – the biopsychosocial model is a model of health that includes biological, psychological, and social factors. The model was proposed by George L Engel in 1977 for understanding health and illness.

Clonidine - originally designed to treat high blood pressure it's been found to reduce hot flushes and night sweats in some menopausal women. It can have unpleasant side effects, including dry mouth, drowsiness, depression, constipation and fluid retention.

Holistic therapies - such as aromatherapy, massage, acupuncture, relaxation.

Hormone Replacement Therapy (HRT) - this is the treatment most associated with the menopause and it can be taken for years. It's effective in treating many of the most common menopausal symptoms by replacing oestrogen and is available in many forms including tablets, cream or gel, a skin patch or an implant. There are a number of side effects associated with HRT, including weight gain, tender breasts, nausea, headaches and mood changes. HRT has also been associated with an increased risk of developing breast cancer, especially if the treatment is taken for over 5 years. In most cases the risk is very low but it depends on the individual and the advice of their GP.

Induced menopause (medically) - this refers to the menstrual periods that stop as a result of – removal of ovaries, chemotherapy or radiation damage to the ovaries, medications which intentionally induce the menopause.

Women who have an induced menopause can suffer the side effects of the menopause alike those going through the menopause naturally.

Male menopause 'andropause[10]' – the "male menopause" (sometimes called the andropause) is an unhelpful term sometimes used in the media. This label is misleading because it suggests the symptoms are the result of a sudden drop in testosterone in middle age, similar to what occurs in the female menopause. This is not true. Although testosterone levels fall as men age, the decline is steady at less than 2% a year from around the age of 30 to 40, and this is unlikely to cause any problems in itself. A testosterone deficiency that develops later in life, also known as late-onset hypogonadism, can sometimes be responsible for these symptoms, but in many cases the symptoms are nothing to do with hormones.'

Menopause – a natural process, when the ovaries stop producing eggs, menstruation ceases and the reproductive function comes to an end.

Pre-menopause – the time before any symptoms of the menopause occur.

Peri-menopause - is the transition period before we actually reach the menopause. This stage will often begin between the ages of 40 and 50, although in some case it can occur earlier. The word perimenopause means "around menopause", so the term is simply used to describe the time in a woman's life when she is not menopausal but is going through changes that lead to that stage and experiencing early menopause symptoms.

Post menopause - this time relates to when transition through the menopause is complete. Periods have stopped for at least 12 months. Some symptoms may still be present or all symptoms may have passed. Some women describe this time as being a positive phase in their life where energy levels are restored and they may feel more confident.

Tibolone – similar to HRT but this is a synthetic hormone

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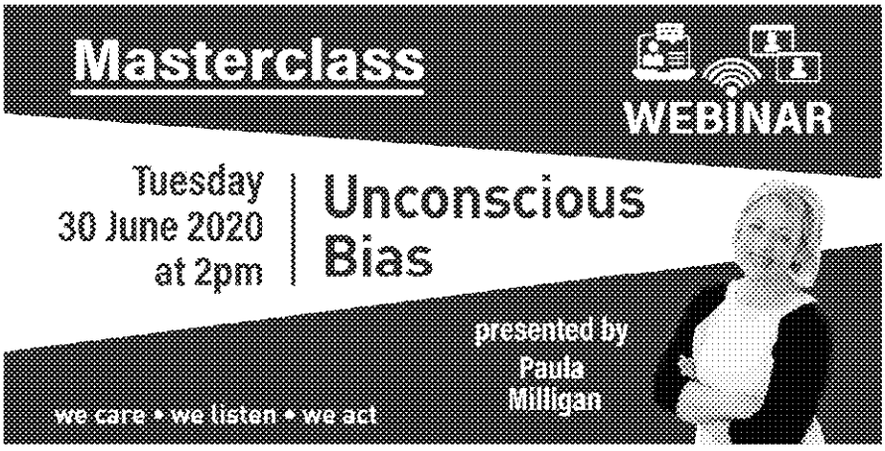

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s.F31(1)(b)

Meeting Number: [redacted]

Join from your personal laptop / computer using the web browser

Go to [redacted]

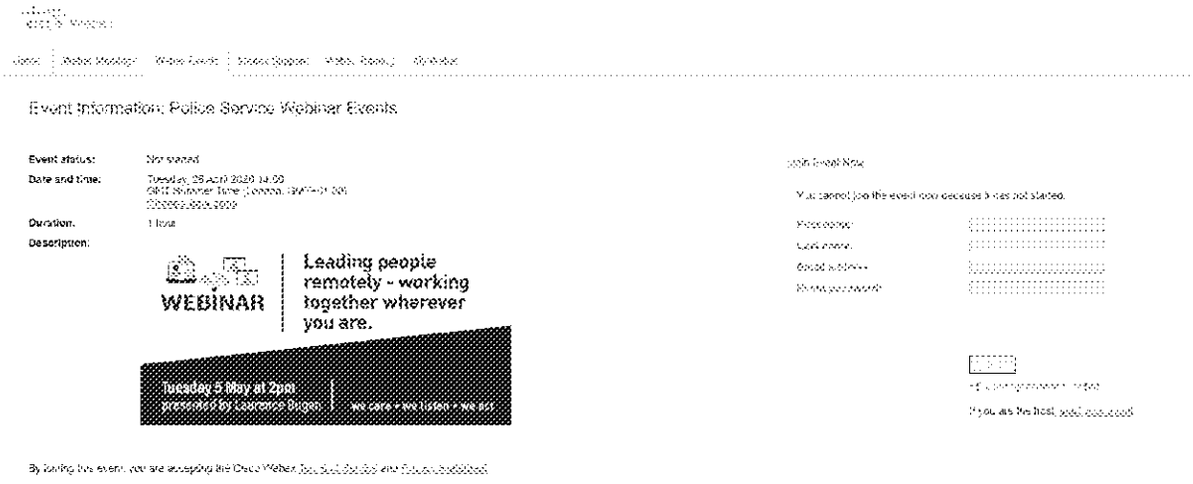
Enter [redacted]

[redacted]

Enter the password [redacted]

Click Join by browser

This works best if you don't want to install anything or are using a Chromebook or a Linux computer.



s.F31
s.F31(1)
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s.F31(1)(b)

Join from your mobile phone / device [redacted]

If you're on the go, you can join your meeting from your [redacted]

Step 1

[redacted]

Step 2

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Step 3

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s.F31
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s.F31(1)(a)
s.F31(1)(b)

[redacted]

[redacted]

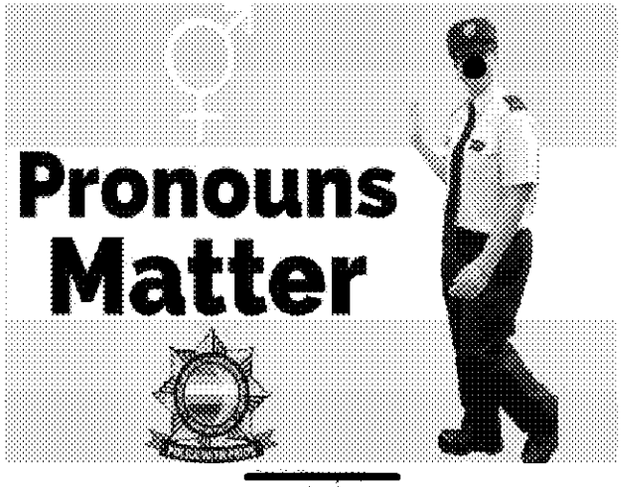
If you are experiencing difficulties check out the Help Centre at help.webex.com

Pronouns matter

30/06/2021 at 09

With Pride month coming to a close LGBT+ Network committee member, Constable [redacted] has some sound advice on using pronouns to make everyone feel included in the workplace. [redacted] says: "You might have seen officers and staff attaching pronouns to correspondence signatures. This informs colleagues of how that individual wishes to be addressed and supports a move away from assuming gender identity and helps avoid potential misgendering.

"Offering gender pronouns is a helpful step towards inclusivity and shows support to LGBT+ colleagues who identify as non-binary, gender nonconforming or transgender. By putting their pronouns out there a person is not necessarily identifying as trans or non-binary, but are instead trying to normalise dialogue about gender. This helps to create a safe and inclusive environment where trans and non-binary people can be themselves at work. When a trans or non-binary person sees their cisgender colleagues using pronouns to keep them know they are speaking to someone who is an ally and is empathetic towards them. (Cisgender just means those that identify with their gender assigned at birth.)



Recent statistics underpin that:

- Two in five trans people have had a hate crime committed against them in the last year
- Two in five trans young people have attempted suicide
- One in eight trans people have been physically attacked by customers or colleagues at work

[redacted] continues: "The levels of discrimination against people on the basis of their gender identity is alarming. This misgenderisation is reflected in statistics showing poor mental health and suicide for the trans and gender diverse community. Intentional misgendering is harmful, it can negatively impact the person's mental health and self-esteem. Intentionally misgendering a colleague or member of the public when they have told you their preferred pronouns is highly disrespectful and inappropriate. It's so important that we are kind and respectful to each other as colleagues as we all have a right to come to work and feel like we belong in the police service."

If you have any queries regarding language a glossary of terms is available on the LGBT+ Justnotice page on Point, as well as other useful resources.

Tags: LGBT Network | Diversity

Last Modified 08/07/2021 11:49

Return to News

You might want to adjust your zoom settings to get the best experience.

Pride – what it means to me

30/07/2021 14:20

As part of the Police Service of Northern Ireland's involvement in this year's Belfast Virtual Pride, we have developed a short video that be will posted on our social media platforms on Saturday 31st July. The video highlights the thoughts and reflections of two of our officers, Constable [redacted] and Constable [redacted], who have taken part in previous Prides over the years.

Assistant Chief Constable [redacted] says: "The video provides us with an opportunity to highlight to the LGBT+ community that we are here to help and protect them should they become a victim of crime.

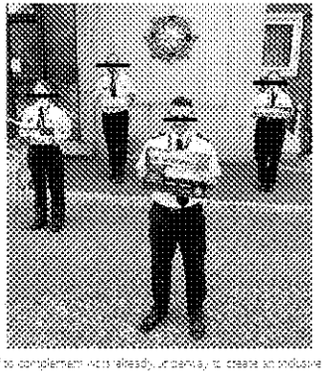
"We aim to promote confidence in policing and we want to encourage anyone who is a victim of crime to come forward and report it to us."

You can view the video now by clicking here.

International Day against Homophobia, Transphobia and Biphobia

[redacted]

In recognition of International Day against Homophobia, Transphobia and Biphobia we are encouraging our officers and staff to be an ally of the LGBT+ community, as part of our commitment to create an inclusive and supportive organisation.



Head of Community Safety, Bronze Assistant Chief Constable [redacted], explained: "It is important that everyone in our organisation feels safe and empowered to be who they are inside and outside of the workplace.

"We are fortunate to have a LGBT+ Network who strongly advocate for their members and continue to challenge us as an organisation to be proactive around practices and policies that create a safe space for officers and staff to be their authentic selves.

"Today I have pledged to be an ally to the LGBT+ community. As part of this pledge I will undertake to learn more about people whose orientation or gender identity differs from my own and use the privilege of my platform to amplify the voices of our LGBT+ colleagues. I recognise that being an ally goes beyond LGBT+ and will take into consideration how intersectionality impacts on the experience of anyone who is lesbian, gay, bisexual or transgender.

"This pledge is a formal first step towards understanding what it means to be an ally and we will be arranging future training for officers and staff to complement work already underway to create an inclusive organisation."

Constable [redacted] from the LGBT+ Network adds: "An ally is a non-LGBT person who supports people from the LGBT+ community. From time to time our network allies have asked us how they can better support their LGBT+ colleagues and what is expected of them. We wanted to give a set of simple points so that anyone joining our network could understand what being an ally means.

"We worked with Stonewall to create our Five Point 4 Ally Pledge which we hope will give our network members some of the tools to be a better ally. 4 Ally can be an important bridge between communities by empathising with the struggles of one minority and expressing the need for change to the majority.

"The impact of hate online on the LGBT+ community is an important part of IDAHOBIT day and our allies have a crucial role in helping to create an environment where the LGBT+ community feels that they have the confidence in their police service to make reports of domestic violence, hate crime or other incidents affecting the community. Allies who follow our Five Point Ally Pledge will help to build the safe space and confidence required to encourage reporting of these incidents."

You can take the Ally Pledge by clicking here: http://www.stonewall.org.uk/ally/pledge-to-be-an-ally

You can join the LGBT Network as a member or ally. There are no fees and membership is open to all regardless of sexuality or gender identity.

[redacted] | LGBT Network | Diversity

Last Updated: [redacted]

OFFICIAL [PSNI ONLY]: Stonewall Staff survey - Message (HTML)

File Message Developer Tell me what you want to do

[redacted] zAll Organisation (Can only be e-mailed by a Chief Officer) 08/09/2021

OFFICIAL [PSNI ONLY]: Stonewall Staff survey

This e-mail has been marked OFFICIAL [PSNI ONLY]

Colleagues,

This is now the fifth year the Police Service of Northern Ireland has committed to the Stonewall Equality Index. This is a definitive benchmarking tool for employers to measure how progressive our organisation is to lesbian, gay, bi and trans inclusion in the workplace.

Part of this workplace assessment process is the completion of the Stonewall Staff Survey of which **all** officers and staff are asked to complete. On clicking the link below you will be redirected to a third party website (the link has been CT enabled) where you can anonymously complete the survey. The organisational name and pin will also be required.

Staff Feedback Survey – CLICK HERE

The survey is currently open and will close on **5th November 2021** and it should take no longer than 5 minutes to complete. Please be reassured that survey results cannot be linked to any individual who completes the survey.

I would greatly appreciate your co-operation and support by completing this organisational survey.

Thank you for your assistance with this matter.

[redacted]
Assistant Chief Officer
People and Organisation Development
Police Service of Northern Ireland

Application: Police Service of Northern Ireland 2020

s.F31
s.F31(1)
s.F31(1)(a)
s.F31(1)(b)
s.F40
s.F40(2)
s.F40(2)(a)
s.F40(2)(b)
s.F40(3)(A)(a)

[redacted]
Workplace Equality Index

Summary

ID: A-9978753212
Last submitted: 9 Sep 2019 12:00 PM (BST)

Section 1: Employee Policy

Completed - 16 Mar 2020

Workplace Equality Index submission

Policies and Benefits: Part 1

Section 1: Policies and Benefits

This section comprises of 7 questions and examines the policies and benefits the organisation has in place to support LGBT staff. The questions scrutinise policy audit process, policy content and communication. This section is worth 7.5% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

1.1 Does the organisation have an audit process to ensure relevant policies (for example, HR policies) are explicitly inclusive of same-sex couples and use gender neutral language?

GUIDANCE: The audit process should be systematic in its implementation across all relevant policies. Relevant policies include HR policies, for example leave policies.

Yes

Please describe the audit process:

State when the process last happened:	The process is a continual one, with policies being subject to ongoing review
Describe the audit process:	In addition to the approach set out by the organization's Corporate Policy Team, as PSNI is a Public Body, we have a statutory duty under Section 75 of the Northern Ireland Act 1998 to ensure that policies and procedures are screened, ensuring that there is equality of opportunity across a range of protected characteristics, including gender and sexual orientation. There is also engagement, as appropriate, with a range of Stakeholders, including Staff Networks
Describe any previous outcomes of the audit process:	Particularly relevant audit was in relation to a review undertaken in 2018 relation to a 'New and Expectant Mothers' guidance document. The review concluded that references to 'New and Expectant Mothers' was not gender neutral, and failed to recognize the rights of same sex couples. Consequently the guidance was revised, in consultation with a range of internal and external stakeholders (including The Rainbow Project and Stonewall). The guidance is now titled: 'New and Expectant Parents', thus making the policy more acceptable and accessible to same-sex parents Another recent 'system' change that has been made in 2019 is to the computerised HR System that has been updated to provide for officers and staff to use the 'Mx' honorific, thus being respectful and inclusive of a wide range of gender identities. Again ,this change was processed in consultation with members of the LGBT Staff Network

1.2 Does the organisation have a policy (or policies) which includes the following?

Tick all that apply

GUIDANCE: The policy/policies should clearly state that the organisation will not tolerate discrimination against employees on the grounds of sexual orientation, gender identity and/or trans identity. These may be listed along with other protected characteristics. The policy/policies should also demonstrate, through careful wording, a zero-tolerance approach to homophobic, biphobic and transphobic bullying and harassment. They should explicitly include examples of what homophobia, biphobia and transphobia in the workplace may look like.

Responses Selected:

A. Explicit ban on discrimination based on sexual orientation

B. Explicit ban on discrimination based on gender identity and gender expression

C. Explicit ban on bullying & harassment based on sexual orientation

D. Explicit ban on bullying & harassment based gender identity and gender expression

Name the policy and paste the relevant policy excerpt:

	Policy	Excerpt
A. Explicit ban on discrimination based on sexual orientation	Anti-homophobic Awareness Awareness Guidance	The entire document, which is accessible by all personnel via the organization's Intranet Site, not only references relevant legislation, it also reinforces the PSNI Code of Ethics
B. Explicit ban on discrimination based on gender identity and	Equal Opportunities Statement	PSNI is committed, as an equal opportunities employer, to ensuring compliance with all relevant employment legislation requirements in striving to create and maintain an inclusive work environment, free from discrimination and physical and

gender expression		verbal harassment, specifically on the grounds of age, dependents, disability, marital or civil partnership status, race, sex, gender reassignment, political opinion, religious belief or sexual orientation
C. Explicit ban on bullying & harassment based on sexual orientation	Bullying & Harassment Service Instruction	PSNI is opposed to any form of bullying, harassment, discrimination, victimisation or unacceptable behaviour towards an individual or group. PSNI is committed to providing a productive and harmonious working environment which is free from unacceptable behaviour and where everyone is treated with Dignity and Respect.
D. Explicit ban on bullying & harassment based gender identity and gender expression	Equal Opportunities Statement	PSNI is committed, as an equal opportunities employer, to ensuring compliance with all relevant employment legislation requirements in striving to create and maintain an inclusive work environment, free from discrimination and physical and verbal harassment, specifically on the grounds of age, dependents, disability, marital or civil partnership status, race, sex, gender reassignment, political opinion, religious belief or sexual orientation.

1.3 Where the organisation has the following policies, do they explicitly state they are applicable to same-sex couples and use gender neutral language?

Tick all that apply

GUIDANCE: Where applicable, the policies should explicitly state that they apply to same-sex couples (or same-gender or non-heterosexual couples). Alternatively, they should explicitly state that they apply regardless of the gender of an employee's partner. The policies should avoid unnecessarily gendered language and pronouns, for example, by using the term 'partner' instead of 'husband' or 'wife' (as long as you have previously stated what constitutes a partner). It should be clear that parental leave policies apply to all employees, regardless of gender.

Responses Selected:

A. Adoption policy

B. Special or Compassionate Leave Policy

C. Maternity policy

D. Paternity policy

E. Shared Parental leave policy

Provide a brief description of the policy/policies you have uploaded:

Policies include: New & Expectant Parents (which covers adoption, maternity and paternity leave) as well as Special Leave and Shared Parental Leave. These policies form part of the 'Family Friendly' suite of policies recently updated within the organisation.

A. Upload the adoption policy

please be aware only **one** file is allowed per answer

service_instruction_ New expectant parents March 19

Filename: service_instruction_ New expectant parents March 19 **Size:** 118.9 kB

B. Upload the special or compassionate leave policy

please be aware only **one** file is allowed per answer

Service Instruction - Special Leave March 19

Filename: Service Instruction - Special Leave March 19 **Size:** 685.1 kB

C. Upload the maternity policy

please be aware only **one** file is allowed per answer

service_instruction_ New expectant parents March 19

Filename: service_instruction_ New expectant parents March 19 **Size:** 118.9 kB

D. Upload the paternity policy

please be aware only **one** file is allowed per answer

service_instruction_ New expectant parents March 19

Filename: service_instruction_ New expectant parents March 19 **Size:** 118.9 kB

E. Upload the shared parental leave policy

please be aware only **one** file is allowed per answer

Service Instruction - Shared Parental Leave March 2019

Filename: Service Instruction - Shared Parental Leave March 2019 **Size:** 117.4 kB

Policies and Benefits: Part 2

Next Steps

1.4 Does the organisation have a policy (or policies) which support employees who are transitioning?

Yes

Does the policy (or policies) in place to support employees who are transitioning cover the following?

Tick all that apply

GUIDANCE: Evidence submitted should demonstrate how information around organisational support for people transitioning is tailored to different employee groups. For guidance on creating a transitioning at work policy, see Stonewall's resource here.

Responses Selected:

A. Work related guidance for an employee who is transitioning

B. Work related guidance on the process for an employee to change their name and gender marker on workplace systems

C. Work related guidance for HR staff on how to support an employee who is transitioning

D. Work related guidance for managers on how to support an employee who is transitioning

E. Work related guidance for employees on how to support a colleague who is transitioning

Provide a brief description of the policy/policies you have uploaded:

This guidance is national and was produced by National Police Chiefs Council (NPCC) in collaboration with a number of stakeholders, including Stonewall. There is review ongoing in relation to certain aspects of the guidance (e.g. that pertaining to searches), and further updates will likely be made in the coming months to ensure that policy and guidance remains in line with best practice and national guidelines.

Note - whilst there is no policy document to upload, the HR System has been changes to include the 'Mx' honorific (second aspect of point B above relates

A. Upload guidance for members of staff

please be aware only **one** file is allowed per answer

Trans Guidance for the Policing Sector - Individual

Filename: Trans Guidance for the Policing Sector - Individual **Size:** 856.0 kB

B. Upload guidance for making changes on systems

please be aware only **one** file is allowed per answer

Filename: Size: 0 Bytes

C. Upload guidance for HR staff

please be aware only **one** file is allowed per answer

Trans Guidance for the Policing Sector - Manager

Filename: Trans Guidance for the Policing Sector - Manager **Size:** 761.8 kB

D. Upload guidance for managers

please be aware only **one** file is allowed per answer

Trans Guidance for the Policing Sector - Manager

Filename: Trans Guidance for the Policing Sector - Manager **Size:** 761.8 kB

E. Upload guidance for colleagues

please be aware only **one** file is allowed per answer

Trans Guidance for the Policing Sector Overview

Filename: Trans Guidance for the Policing Sector Overview **Size:** 739.7 kB

1.5 Does the organisation have a policy (or policies) in place to support all trans employees, including people with non-binary identities?

Yes

Does the policy (or policies) in place to support all trans employees, including people with non-binary identities cover the following?

Tick all that apply

GUIDANCE: Policies submitted should include clear information around how the organisation supports all trans employees, including non-binary people. Guidance on dress code should be offered regardless of whether an organisation has a uniform or dress code policy.

Responses Selected:

A. A clear commitment to supporting all trans people, including those with non-binary identities

B. Information on language, terminology and different trans identities

C. Guidance on facilities and dress code for non-binary people

Provide a brief description of the policy/policies you have uploaded:

As already mentioned under Section 1.4 there is national 'Trans Guidance for the Policing Sector which sets out the support for trans employees. the following is an extract:

"...All forces need to understand the business sense for valuing all staff and being inclusive; individuals need to feel recognised and supported and will contribute greater things if they truly feel valued. This guidance will help forces to ensure they are providing the right support for trans colleagues..."

Upload the policy and highlight content relevant to option A

please be aware only **one** file is allowed per answer

Trans Guidance for the Policing Sector Overview

Filename: Trans Guidance for the Policing Sector Overview **Size:** 739.7 kB

Upload the policy and highlight content relevant to option B

please be aware only **one** file is allowed per answer

Trans Guidance for the Policing Sector Glossary

Filename: Trans Guidance for the Policing Sector Glossary **Size:** 712.4 kB

Upload the policy and highlight content relevant to option C

please be aware only **one** file is allowed per answer

Trans Guidance for the Policing Sector Overview

Filename: Trans Guidance for the Policing Sector Overview **Size:** 739.7 kB

1.6 In the past two years, has the organisation communicated that its policies are LGBT inclusive to all employees?

GUIDANCE: The communication uploaded should demonstrate the organisation has informed employees that policies are LGBT inclusive. This may be on a post on an intranet system, but any file or screenshot must demonstrate the reach of the communication.

Yes

Provide a brief description of the communication you have uploaded:

In addition to the revised policies (previously attached), the Intranet Pages (accessible by all personnel) clearly state the following:

Diversity is recognising and respecting difference, whilst acknowledging that different groups of people experience the society we live in differently...

Through implementing the ethos of diversity we aim to achieve excellence through engaging with the full talents, knowledge and experience of staff in serving a diverse community. This commitment to diversity moves the organisation from addressing equality issues because of legal compliance, to embracing diversity internally and therefore responding to a diverse public externally...

Equality stresses compliance with current employment legislation. It aims to ensure through good employment practices that employees are not discriminated against because of their sex, gender reassignment, gender identity, ... marital or civil partnership status, sexual orientation...

Upload a communication from the past two years highlighting the relevant content:

please be aware only **one** file is allowed per answer

Filename: Size: 0 Bytes

Provide the date that the communication was shared.

(No response)

The following question is for information gathering purposes only and is not scored.

1.7 Does the organisation provide its employees with private healthcare insurance which is explicitly inclusive of LGBT-specific health needs?

No

Section 2: The Employee Lifecycle

Completed - 16 Mar 2020

Workplace Equality Index Application

The Employee Lifecycle: Part 1

Section 2: The Employee Lifecycle

This section comprises of 9 questions and examines the employee lifecycle within the organisation; from attraction and recruitment through to development. The questions scrutinise how you engage and support employees throughout their journey in your workplace. This section is worth 13.5% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

2.1 When advertising for external appointments, how does the organisation attract LGBT talent?

Tick all that apply

GUIDANCE: This question examines the ways in which you attract external LGBT candidates to apply for roles within your organisation.

Responses Selected:

A. Advertise or recruit from LGBT/diversity websites/diversity recruitment fairs and events

C. Supply potential applicants with information about your LGBT employee network group or LGBT inclusion activities

D. Other

E. None of the above

Describe the evidence uploaded:

Pride - PSNI Recruitment team had a stands at Belfast Pride and Newry Pride (August 2019). PSNI's participation in these events was very well received, with significant volumes of recruitment literature being distributed to persons attending each stand. Officers and staff also participated in the parade (in uniform) in both Dublin and Belfast Pride events, thus highlighting and promoting the police service as an employer that welcomes and supports applicants from the LGBT community. These events were also attended by a range of other personnel, who were on hand to address any queries from interested parties.

Additionally, PSNI LGBT Network representatives attend open evenings for persons interested in joining PSNI as police officers. Furthermore, the PSNI has also engaged in a number of outreach initiatives, aimed at promoting the Service to as diverse a pool of applicants as possible.

Upload evidence for option A

please be aware only **one** file is allowed per answer

PSNI Recruitment Stand - Police with Pride

Filename: PSNI Recruitment Stand - Police with Pride **Size:** 22.4 kB

Upload evidence for option C

please be aware only **one** file is allowed per answer

Filename: Size: 0 Bytes

Upload evidence for option D

please be aware only **one** file is allowed per answer

PSNI at Belfast Pride Family Picnic 27th July 2019

Filename: PSNI at Belfast Pride Family Picnic 27th July 2019 **Size:** 674.0 kB

2.2 What percentage of employees with recruitment responsibilities have been trained on reducing bias and discrimination towards LGBT people in the recruitment cycle?

Select the completion rate for the training

GUIDANCE: The training should reach as many employees who recruit as possible. Training content should explicitly mention examples of discrimination and bias towards LGBT people. Content should also include the steps recruiters can take in eliminating this discrimination and bias. Examples of content you could upload are case studies, e-learning screenshots or PowerPoint presentations.

B. 51 – 75 per cent

Describe the department or team who deal with recruitment and how you estimate training completion rates:	Recruitment within the PSNI is a department subdivided into either External or Internal Recruitment Processes. Each area offers bespoke processes to target the correct audience for each campaign, whilst they ensure that a consistent and fair approach is followed. The recruitment team who have direct responsibility for planning, preparing and running the recruitment processes for the organisation has a bespoke 'Recruiting Fairly' training session run by the Equality Commission for Northern Ireland. All personnel who have completed this specific training have the course completion recorded within the PSNI HR records which can be accessed and analysed at any given point. The ‘Recruiting Fairly’ training was a closed event run specifically for PSNI Recruitment personnel. This gave a private, dedicated opportunity for them to speak freely about specific concerns and issues to maximise learning and increase corporate best practice. Furthermore, personnel who sit on recruitment panels have not only bespoke training, but have to read and sign an Equality and Diversity Recruitment declaration
Describe the format of the training and the content you have uploaded:	The bespoke training targeted at the Recruitment Department which was delivered by the Equality Commission. Course content - Systematic, fair and objective recruitment and selection procedures increase the likelihood that the most suitable persons will be appointed and significantly reduce the possibility that unlawful discrimination will occur. This session looks in detail at the various aspects of the recruitment and selection process and aims to provide employers with practical guidance and support. Session overview: • Recruitment and selection and the law

• Practical examination of key aspects of the recruitment and selection process (including job documentation and reasonable adjustments)
• Equality codes of practice and up to date case law

http://www.equalityni.org/Employers-Service-Providers/Training

Upload training content

please be aware only **one** file is allowed per answer

Assessor Guidance - Interview Selection Panels

Filename: Assessor Guidance - Interview Selection Panels **Size:** 55.8 kB

Upload training content

please be aware only **one** file is allowed per answer

Equality and Diversity Declaration

Filename: Equality and Diversity Declaration **Size:** 86.5 kB

2.3 What information does the organisation supply to all new employees (external appointments) when being inducted in to the organisation?

Tick all that apply

GUIDANCE: The senior leader message should explicitly call out LGBT inclusion. The content of all options given can be either in person, online, through a video or post, or on paper.

Responses Selected:

A. Explicit message from senior leader on their commitment to LGBT inclusion

B. Information on the LGBT employee network/allies programme or initiative

Briefly describe the induction process and at what point the new starter receives the above information:

All new appointees are invited to a student evening where all the staff associations and network supports are represented. This is an opportunity for all new officers to see, read about and meet the LGB&T Network in person. Members of the network are at the stand and are a direct source of information for all those officers interested in possibly becoming members, allies, or simply wishing to know more about the network. This is also an opportunity for those who are interested in becoming members or allies to either sign-up, or take away information on how to do so in the future.

LGB&T Network support information is readily available online under the staff association page link. This webpage is accessible to all staff/officers and clearly shows not only who are the key contacts for the network, but how to sign-up, and what has been recently going on within the Network.

This page is opened with a clear declaration of support from the Deputy Chief Constable who is a strong advocate of all LGB&T issues and the LGB&T Network.

Specifically in relation to officer training -
Before officers commence their training as a student officer, they are required to complete a series of lessons on the Classis online learning platform. One of these lessons includes the student code of ethics. Section 4 of the Student code of ethics covers equality and outlines behaviours expected from new employees.
During week 1 of the Student Officer Training Programme, new employees undertake a 'fairness, courtesy and respect' lesson. In this lesson, diversity and equality is covered. During this lesson, there is a group work session whereby new employees are asked questions regarding diversity and impartiality. Additionally, there is a trainer led class discussion on the answers provided.

Upload evidence for option A

please be aware only **one** file is allowed per answer

Filename: Size: 0 Bytes

Upload evidence for option B

please be aware only **one** file is allowed per answer

Filename: Size: 0 Bytes

The Employee Lifecycle: Part 2

2.4 Does the organisation enable non-binary employees to have their identities recognised on workplace systems?

GUIDANCE: Examples include being able to use the title Mx, the option to choose a gender marker other than male or female and the ability to have a passcard with two forms of gender expression present.

Yes

Describe how non-binary identities are recognised on workplace systems:

PSNI Identity Cards are non gender specific. And the HR system has also been updated to enable the title Mx to be used. Furthermore, despite the complexities associated with other police IT security systems, work is also underway to review provision expanding gender options beyond male / female. In doing so, it is necessary to scope the interface with other police systems.

2.5 Does the organisation provide all-employee equality and diversity training which includes the following topics, explicitly covering LGBT people?

Tick the completion rate for the training

GUIDANCE: The training should reach as many employees as possible across your organisation. Training content should explicitly mention LGBT people and cover lesbian, gay, bi and trans in the context of each option selected. Examples of content you could upload are case studies, e-learning screenshots or PowerPoint presentations.

A. Organisational policy and legislation	51–75%
B. Language, stereotypes and assumptions	51–75%
C. Challenging inappropriate behaviour	51–75%
D. Routes to reporting bullying and harassment	51–75%

Describe how you estimate completion rates:	All corporately completed training has a code attached that when the candidate completed the course - if it is an online course the Human Resource system automatically updates the personnel file, if it is a class based course the admin team will manually update the personnel records. From this system completion rates can be pulled from the HR system which will statistically return completion rates, dates, etc. The above figures represent those who have completed one of the above mentioned courses, although it is recognised that often district trainnig will complete further specific training in key areas that are of particular interest to their officers/staff. It should also be noted that the PSNI is revising its online EDI Training material, and has engaged with Equality Commission and Network Colleagues to ensure that revised content is fit for purpose and aligns with relevant legislation
Describe the format of the training and the content you have uploaded:	The PSNI offers different training options for staff/officers so both class-based and eLearning training has been offered out to the organisation which covers LGBT discrimination as a core topic Training figures include completion of the following courses - Bullying, Harassment, Grievance Awareness, Bullying, Harassment, Grievance for 1st Line Managers Diversity Works Diversity Works for Trainers LGBT Awareness

Upload evidence for option A

please be aware only **one** file is allowed per answer

Equality Diversity and Inclusion Training Material (In process of being revised - August 2019)

Filename: Equality Diversity and Inclusion Training Material (In process of being revised - August 2019)

Size: 10.1 MB

Upload evidence for option B

please be aware only **one** file is allowed per answer

Equality Diversity and Inclusion Training Material (In process of being revised - August 2019)

Filename: Equality Diversity and Inclusion Training Material (In process of being revised - August 2019)

Size: 10.1 MB

Upload evidence for option C

please be aware only **one** file is allowed per answer

Equality Diversity and Inclusion Training Material (In process of being revised - August 2019)

Filename: Equality Diversity and Inclusion Training Material (In process of being revised - August 2019)

Size: 10.1 MB

Upload evidence for option D

please be aware only **one** file is allowed per answer

Equality Diversity and Inclusion Training Material (In process of being revised - August 2019)

Filename: Equality Diversity and Inclusion Training Material (In process of being revised - August 2019)

Size: 10.1 MB

2.6 In the past year, which of the following messages have appeared in internal communications to all employees?

Tick all that apply

GUIDANCE: Communications uploaded should have been sent, or made available to all employees (or as many as geographically possible through the specific communication method). Evidence could include emails and screenshots of intranet posts. IDAHoBiT refers to the International Day Against Homophobia, Biphobia and Transphobia. In your uploaded evidence, make clear who/how many employees the communication reached. Evidence provided for option A. must clearly include all identities within LGBT.

Responses Selected:

A. Information about LGBT History Month, Pride, Spirit Day and/or IDAHoBiT

B. Information about Bi-visibility Day and/or other bi specific events (e.g. bi pride events or Bicon)

C. Information about Transgender Day of Visibility, Transgender Day of Remembrance and/or Trans Pride

D. Information about the LGBT Employee Network Group and allies activity

Upload evidence for option A

please be aware only **one** file is allowed per answer

Policing with Pride - Internal Comms 4th August 2019

Filename: Policing with Pride - Internal Comms 4th August 2019 **Size:** 480.3 kB

Upload evidence for option B

please be aware only **one** file is allowed per answer

Filename: Size: 0 Bytes

Upload evidence for option C

please be aware only **one** file is allowed per answer

Filename: Size: 0 Bytes

Upload evidence for option D

please be aware only **one** file is allowed per answer

National LGBT Police Conference Cardiff 22 August 2019

Filename: National LGBT Police Conference Cardiff 22 August 2019 **Size:** 202.2 kB

Provide date for option A

4 Aug 2019

Provide date for option B

(No response)

Provide date for option C

(No response)

Provide date for option D

8 Jul 2019

The Employee Lifecycle: Part 3

2.7 In the past year, which of the following career development opportunities has the organisation specifically communicated to LGBT employees?

Tick all that apply

GUIDANCE: Communications here can either be specific communications to LGBT people through the employee network group OR an all-employee communication making it clear you welcome LGBT employees on the programmes/opportunities.

Responses Selected:

A. General leadership and development programmes

B. LGBT specific leadership/professional development programmes

C. LGBT specific seminars and conferences

A. Describe the programmes and how these programmes are promoted to LGBT employees:	On 4th June 2019, Having engaged with Network colleagues regarding developmental opportunities, PSNI's Equality, Diversity & Inclusion lead (David Johnston) put forward a proposal to a member of the Service Executive Team (ACC Barbara Gray) that developmental coaching and mentoring (facilitated through the Superintendents' Association - England & wales) could be made available to under-represented groups within PSNI (specifically LGBT and Ethnic Minority colleagues). Approval was given, and this initiative, which will be progressed on a remote basis, will provide opportunity to be coached and mentored by external leaders, thus increasing confidence.
B. Describe the programmes and how these programmes are promoted to LGBT employees:	Attendance at Stonewall Diversity Champions seminars / meetings. Such initiatives are discussed during structured meetings that now take place between Head of Equality, Diversity & Inclusion and Network committee members
C. Describe the programmes and how these programmes are promoted to LGBT employees:	Attendance at National events (e.g. National LGBT Police Conference (held in Cardiff this year) which had a number of awareness raising workshops). Places communicated to Network via email, with follow up conversations with Head of Equality, Diversity & Inclusion

A. Provide a date on which these opportunities were communicated

4 Jun 2019

B. Provide a date on which these opportunities were communicated

19 Jul 2019

C. Provide a date on which these opportunities were communicated

6 Jun 2019

2.8 Does the organisation proactively recognise contributions to the LGBT employee network group during employee performance appraisals?

GUIDANCE: The onus should be on the employer/manager to make explicit that network group activity links in with organisational values and count towards diversity goals. Please note, the recognition doesn't have to be financial, but should be systematic and applied to all performance appraisals, not just those of the network leads.

No

2.9 Does the organisation identify and act on any LGBT issues raised at exit interviews or on exit surveys?

GUIDANCE: Examples include giving employees an opportunity to raise any issues relating to discrimination they may have experienced in the organisation.

Yes

Describe the exit interview/survey process and how LGBT issues would be identified or raised:	All officers/staff are given the opportunity to complete an exit interview form which is sent to the Equality and Diversity Unit During this process there is clear guidance which directs the interviewee of what to do if there are any issues of concern raised - If information is provided by the interviewee during the course of the exit interview which causes the interviewer concern i.e. they inform the interviewer that they are leaving because they are being or have been

	bullied, harassed or alternatively, that they have a grievance with a colleague, the interviewer must ask the interviewee to reconsider resigning from his/her position until they have had an opportunity to discuss with the interviewer the various methods of redress which the Service can offer them via the Service's Bullying & Harassment Procedure or Grievance Procedure.
Describe how any issues raised would be acted upon by the organisation:	In the first instance any issue would be raised to the relevant department for the issue to be addressed. If the complaint was in relation to bullying or harassment then the acceptable policy would be applied moving from the informal to the more formal investigation. An example of this was where the LGBT Network had been informed of their network posters being defaced in a station. This issue was raised at a local level and also with the LGBT Network, and was flagged for attention of the Equality and Diversity Unit. Shortly after this occurrence a number of other similar incidents in a couple of other areas were raised to the LGBT Network who in turn notified the Equality and Diversity Unit. Due to the pattern of behaviour evidenced it was viewed as being an important issue that raised concern reflecting the possible cultural attitudes of key areas. Relevant Heads of Department were involved in addressing this issue by sending out corporate messages of zero-tolerance of bullying and harassment in relation to gender identity or sexual orientation, monitoring the situation and identify and deliver training and education as necessary

Section 3: LGBT Staff Network Group

Completed - 16 Mar 2020

Workplace Equality Index Application

ENG: Part 1

Section 3: LGBT Employee Network Group

This section comprises of 7 questions and examines the activity of your LGBT employee network group. The questions scrutinise its function within the organisation. This section is worth 11% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

3.1 Does the organisation have an LGBT employee network group for LGBT employees?

A. Yes, with a defined role and terms of reference

Upload the LGBT employee network group's terms of reference:

please be aware only **one** file is allowed per answer

Service Level Agreement GPA 2015

Filename: Service Level Agreement GPA 2015 **Size:** 87.6 kB

ENG: Part 2

3.2 Does the LGBT employee network group have clearly defined yearly objectives?

GUIDANCE: Examples could include holding a certain number of events or campaigns, engaging with different groups of staff across the organisation and collaborating with other organisation's network groups.

Yes

List examples of some of your most recent objectives and progress towards achieving them:

The Network identifies five main work streams:

• Visibility – this work stream will increase the visibility of the Network and LGBT people within the PSNI. Key activities will focus on the increased visibility through a revised online presence and other forms of promotion and awareness. Membership visibility will be increased by newly designed lanyards available to current membership. A communications plan is in place and provides structure and focus to activity under this work stream. - This work stream is on track and completely delivered.

• Leadership & Development – this work stream will focus on supporting the Positive Action Group to progress actions arising from the Stonewall Equality Index Report 2019. Accountability and governance processes within the LGBT Network fall under service procedure. This work stream will also promote role models in roles perceived to be non-LGBT receptive and provide leadership/ally messaging. The professional development and wellbeing of Network members will also be progressed under this work stream. This work stream is currently working towards deliver in Q3/4 of 2018/19

• Diversity & Inclusion – this work stream will focus on ensuring that the Network is inclusive of all LGBT indicators, PSNI and the wider community. Thematic Leads will be allocated across key indicator groups to inform the Network's approach using Inclusion Plans. This work stream is on-going at present an audit of the committee representativeness has been completed and we are seeking to increase that.

• Organisational Support – this work stream will focus on providing support to PSNI in achieving organisational objectives. In particular the Network will contribute to improving LGBT community confidence in the PSNI (notably in relation to the Hate Crime Strategy) and positively represent policing as a career for those identifying as LGBT+. The Network will seek to deliver a practically focused resource for line managers for increased confidence in dealing with LGBT issues. This work stream is on track.

• External Engagement – this work stream provides for the Network's engagement at national and international policing forums. External community engagement is ongoing throughout the year and not just focused on Belfast Pride. This work stream is on track.

3.3 Which of the following support activities does the LGBT employee network group facilitate?

Tick all that apply

GUIDANCE: The individual support the network offers should be available and advertised to all staff. Consultation on internal policies and practices should be considered as policies which impact upon employee welfare, for example, reviewing an updated adoption policy. Consultation on the organisations broader work refers to organisational outcomes, for example being consulted on a LGBT media marketing campaign.

Responses Selected:

A. Provide confidential support to all employees on LGBT issues

B. Provide support to enable employees to report homophobic, biphobic and transphobic bullying and harassment

C. Have been consulted on improving internal policies and practices

D. Have been consulted on business development, organisational priorities and/or the organisation broader work

Describe the options selected:

A. Describe the confidential support the group offers and how this is communicated to all staff:	The Network have a dedicated intranet page which details the support available to staff suffering homophobia in the workplace as well as links to the Advocacy Service of the Rainbow Project. The LGBT Network have a dedicated email address zLGBT where staff can confidentially email questions or seeking advice on LGBT issues. Senior managers use this as a basis for operational advice and consultation. For example during recent development an individual who identified as aromantic and wanted to express this in the workplace. Service senior managers approached the network seeking advice on the issue and how to deal with it. At the end of all communications from the Network we remind colleagues that the Network is available for staff whether they identify

	as LGBT or not.
B. Describe how the group offers support to enable employees to report homophobic, biphobic and transphobic bullying and harassment and how this is communicated to all staff:	The LGBT Network provide a means to raise issues of homophobic Biphobic and Transphobic bullying or harassment in the workplace on an anonymous basis or through a supported pathway. The Network have direct links to the Diversity and Inclusions Manager who can advise on equality and diversity issues and raise them at a senior level. Additionally the Network will act in circumstances where the member of staff does not feel comfortable in raising the issue, and ensure it is addressed appropriately. This is done through formal reporting mechanisms within the Service to District Commanders who are senior managers.
C. Describe the consultation process and outcome:	All new policies within the Service must be submitted with a completed which reflects the corporate policy guidance. This requires policy to be subjected to Section 75 equality screening and consultation. Internally the policies or guidance or documents are sent to the zLGBT inbox for review and comments with a date to be returned. Those comments are then returned and a response issued to them advising the outcome of the consultation and specifically the response to the comments submitted.
D. Describe the consultation process and outcome:	The LGBT Network are of members of a number of strategic and operational level decision making boards within the Service. At a strategic level the Culture Ethics and Diversity Board, Chaired by the Chief Constable, deals with issues of culture and ethics. At an operational level Positive Action Groups chaired by the Head of Human Resources discuss issues such as appointments, selection, flexible working and adopting processes or policies.

ENG: Part 3

3.4 In the past year, which of the following activities has the LGBT employee network group undertaken?

Tick all that apply

GUIDANCE: 'Awareness raising events' here refers to activities which serve to educate or inform the wider organisation about different sexual orientation, gender identity and/or trans issues, for example panel discussions, lunch and learns or stalls during diversity events. 'Mentoring or coaching programme' here refers to either a specific programme run by the network, or alternatively an organisation wide programme which proactively incorporates LGBT mentoring with the aid of (and driven by) the network group. 'Reverse mentoring' here refers to a formal process whereby senior employees are reversed mentored by more junior LGBT employees.

Responses Selected:

A. Social networking event for members

B. Lesbian, gay and bi equality awareness raising event

C. Trans equality awareness raising event

D. Collaborated with other LGBT network groups

E. Collaborated with other internal network groups

F. Mentoring or coaching programme

G. Reverse mentoring programme

H. Fundraised for an LGBT charity, community group or event

Describe the activities selected and when they occurred. Please provide specific dates or time periods within the last year.

A. Social networking event for members	The LGBT Network organises a number of social events for members throughout the year for example a Christmas dinner in December 2018 was organised and a charity quiz and disco event was held in the Police country club to raise funds

	for a local LGBT Charity.
B. Lesbian, gay and bi equality awareness raising event	As part of IDAHOT day in May 2019, our network liaised with neighbourhood units across NI to organise a series of “Coffee with a Cop” sessions to enable them to engage with our network members and the LGBT Community in a continuation of the events held the previous year. There events were held in coffee shops in Belfast, Derry/Londonderry and Newry. Each event had network members and Neighbourhood officers present. They were advertised on social media and supported by the main LGBT groups in each of those cities. The aim of the event was build confidence and trust between the Police and the LGBT community while also giving greater confidence to those NPT officers who may not liaise with LGBT community members on a regular basis, having network members present helped facilitate better communication at these events and raised awareness of LGBT issues among those NPT units. This was followed by an internal communications piece on Policenet to raise awareness of these issues internally. As part of Bi visibility day an internal communications piece was put on Police intranet highlighting issues affect Bi People.
C. Trans equality awareness raising event	The LGBT network operated a stand at the Trans pride event, dispensing community safety information, advice on hate crime and recruitment opportunities within the Police Service. It was the first Trans Pride and the Network allowed for Police to positively engage with a hard to reach community. This received positive reporting in the media. During Belfast Pride week officers from the LGBT Network attended a talk on Trans rights organised by Amnesty international and Ellen Murray of the trans resource centre. The officers attending identified themselves during the Q&A in order to show allyship with Trans people. The network continues to facilitate meetings between Neighbourhood Police and the leadership of the trans resource centre. The PSNI LGBT has

	contributed to the National LGBT Police network Trans Toolkit document which aims to help standardise best practice with regards to trans inclusion across Police Services in the UK.
D. Collaborated with other LGBT network groups	The LGBT Network collaborate closely with the National Police LGBT Network on policing issues and with the the European LGBT Police Association on hate crime. Within Ireland the relationship between An Garda Siochana G-force Network and the PSNI LGBT Network is particularly close. At a National level we have collaborated on role models work and are currently working on a bi-visibility project. We have also development supportive links with other 'blue light services' in particular the Ambulance service. The LGBT network met with the Ambulance service and as a result developed a toolkit that could be shared with other organisations wishing to establish their own LGBT employee networks.
E. Collaborated with other internal network groups	Internally the LGBT Network work closely with the Women in Policing Association and the Ethnic Minority Police Association on issues of mutual concern. Recently this has focused on areas of under-representation in specialist posts, reducing barriers in policy and advocating for visibly leadership on equality at a senior manager level. For example we worked together on understanding the barriers for staff from minorities in becoming firearm officers. We have also engaged with the Christian Police association in order to build stronger links between our networks.
F. Mentoring or coaching programme	The LGBT Network has combined resources with The Women in Policing association and the Ethnic Minority Police Association to develop a combined Minority Mentoring scheme. This approach allows us to share mentors across the different networks and enhance understanding.
G. Reverse mentoring programme	While there is no formal reverse mentoring program in place, reverse mentoring is continual process which is being undertaken by the LGBT network committee. The committee has held

	meeting with several senior officers and staff to provide education and perspective on LGBT and diversity issues.
H. Fundraised for an LGBT charity, community group or event	The LGBT network raised £1400 for the Rainbow Project as a result of a charity quiz and networking event. The network also supports fundraising events run by LGBT charities such as 'The big gay quiz' by submitting teams and contributing to events.

3.5 In the past two years, has the LGBT employee network group held campaigns, initiatives, seminars or events engaging with the following diversity strands?

Tick all that apply

GUIDANCE: 'Initiatives' and 'campaigns' here refer to specific programmes or projects – online or offline – undertaken to achieve LGBT specific aims in the near-term. For example, creating a series of blog posts during LGBT History Month to highlight homophobia, biphobia and transphobia in sport.

Examples include raising awareness of the specific mental health challenges faced by LGBT people during mental health awareness week and profiling prominent trans women on International Women's Day.

This question is looking at how your network group engages with the intersections between LGBT identities and other diversity strands, work on LGBT identities that does not clearly engage one of these other diversity strands will not be accepted for this question.

Please provide specific dates or time periods within the last two years.

Responses Selected:

D. Women

Describe the campaigns, initiatives, seminars or events and when they occurred:

D. Gender	The PSNI LGBT Network and Diversity & Inclusion officer ran a seminar hosted by the NI Gender Project (Business in the Community) around the establishment and progression of a minority staff association. The LGBT Network Deputy Chair was invited to the seminar hosted by NI Gender Project to Stormont Buildings alongside Stonewall and The Rainbow Project. Discussion was around the process, success and pitfalls of an LGBT Network. Organisations part of this group - Northern Ireland Fire Service, Translink, Belfast Health and Social Care Trust, Belfast Harbour Commission, amongst others

ENG: Part 4

3.6 In the past year, what initiatives has the LGBT employee network group undertaken to ensure the membership is as diverse as possible?

Tick all that apply

GUIDANCE: Examples provided should clearly demonstrate that the LGBT employee network group is driven in ensuring the membership is representative of many different types of people.

Responses Selected:

A. Implemented a formal mechanism or process to ensure bi and trans issues are covered and engaged with (for example, bi or trans reps)

B. Promoted the LGBT employee network group as being open to all employees and inclusive of LGBT people with multiple identities (for example, BAME LGBT people or LGBT people with experience of mental health problems)

C. Reviewed and evaluated past and future activity to remove barriers to engagement from LGBT people with multiple identities

Describe the initiatives selected and when they took place or were implemented. Please include specific dates or time periods.

A. Implemented a formal mechanism or process to ensure bi and trans issues are covered and engaged with (for example, bi or trans reps)	The Comittee continues to monitor the composition of identifiers within the Network to ensure our members were represented at Committee level and also to increase representativeness within the Network generally. We identified there was an under-representation of bi members and we had no trans members.We now have representation of Bi and Asexual people at a committee level as well as an Ethnic minority member. This follows an effort by the network to improve representation. Trans continues to be an under-represented area within the Network however due to the increased visiblity of the network a trans person has approached a committee member and offered to act, in a silent capacity, as the trans voice on issues of policy and guidance. This remains an area for development. Ethnic minority representation within the service is small, none of which have stated they identify as LGBT, however many have joined the network as allies.
B. Promoted the LGBT employee network group as being open to all employees and inclusive of LGBT people with multiple identities	Network promotional material such as our intranet page, posters and leaflets make clear that membership of the network is open to all regardless of identifier. Our membership forms allow prospective members to identify as Allies. The network has profiled some of its members who have intersecting identities and are actively contributing to the next UK LGBT Policing conference in 2020 the theme of which is intersectionality.
C. Reviewed and evaluated past and future activity to remove barriers to engagement from LGBT people with multiple identities	The Network committee regularly consults with members on Network activity and after each event a debrief is conducted at the committee meetings to evaluate the effectiveness and response to our activity. The Network commissions surveys of our members to understand their priorities and prioritise work for the year ahead.

3.7 Has the LGBT employee network group undertaken any additional work in the past year to advance LGBT equality in both your organisation and the wider community?

GUIDANCE: The work detailed here should be additional to the work already covered in other questions.

Yes

Describe the activity and impact. Please include specific dates or time periods.

s.F40
s.F40(2)
s.F40(2)(a)
s.F40(2)(b)
s.F40(3)(A)(a)

The LGBT Network have been active represent the Police and their network at various community events throughout the year. Co-Chair [redacted] spoke at the Alternative Queer Ulster event at Stormont to highlight the changes within the police, also to encourage cooperation and the reporting of hate crime. Committee member [redacted] part of a hate crime initiative being run in the Derry/Londonderry area. The network is advocating strongly for LGBT people rights to access justice. The network also advocates for LGBT representation within the Police service.

The following question is not scored.

3.8 Does the LGBT employee network group's terms of reference state that the group is inclusive of bi and trans people? Tick all that apply.

No Responses Selected

Section 4: Allies and Role Models

Completed - 16 Mar 2020

Workplace Equality Index Application

Allies and Role Models: Part 1

Section 4: Allies and Role Models

Section 4: Allies and Role Models

This section comprises of 9 questions and examines the process of engaging allies and promoting role models. The questions scrutinise how the organisation empowers allies and role models, then the individual actions they take. This section is worth 11% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

Allies

4.1 Does the organisation have a formal programme or initiative to engage all non-LGBT employees to become allies?

GUIDANCE: The programme should be a formal mechanism to engage non-LGBT people with LGBT equality.

A. Yes, as part of our LGBT employee network group

Describe the allies programme or initiative:

The PSNI LGBT Network are openly welcoming of anyone within the PSNI becoming LGBT Network allies. Commonly in LGBT Network organisation wide communications there is an open welcome to those who wish to become allies -
" If you want to support the LGBT + colleagues why not join the LGBT Network as an ally. Simply send an email to zLGBT requesting to join"

Upload a communication advertising the allies programme or initiative:

please be aware only **one** file is allowed per answer

Filename: Size: 0 Bytes

4.2 In the past year, has the organisation held internal awareness raising sessions, campaigns or initiatives specifically for allies which cover the following?

Tick all that apply

GUIDANCE: Content/activity should be tailored for non-LGBT people and run through mechanisms that engage allies. Content should cover all LGBT identities (lesbian, gay, bi and trans).

Responses Selected:

E. None of the above

Provide a date for Option A:

(No response)

Provide a date for Option B:

(No response)

Provide a date for Option C:

(No response)

Provide a date for Option D:

(No response)

4.3 Does the organisation enable allies to visibly signal their commitment to LGBT equality?

GUIDANCE: Examples include visual signals such as email signatures, badges, lanyards and mugs.

Yes

Describe how allies can visibly signal their commitment to LGBT equality:

The PSNI LGBT Network has a number of visuable sign in the forms of
- lanyards 'Policing with Pride'
- bugs 'LGBT Network Policing with Pride'
- coaster 'Policing with Pride'
- people use the Stonewall Diversity Champion/The Rainbow Project within their email auto signatures (see attachment 4.3).
- The network has encouraged it's members to use pronouns in their email signatures to show allyship to trans people and make the discussions around pronouns more common place.

Allies and Role Models: Part 2

Allies

4.4 In the past year, which of the following activities have allies engaged in?

Tick all that apply

GUIDANCE: 'Helped organise' here, refers to allies taking an active involvement in the planning and execution of events. It does not mean allies simply turning up to events.

Responses Selected:

A. Participated in LGBT network group activities

C. Helped organise a trans equality awareness raising event

D. Recruited other allies

E. Coached or mentored other allies

F. Other

Describe the activities selected. Please include specific dates or time periods.

A. Participated in LGBT network group activities	Belfast Pride, Dublin Pride, Foyle Pride and Newry Pride - a number of staff/officers who are allies to the LGBT Network partook in Pride events throughout the Province.
C. Helped organise a trans equality awareness raising event	Allies such as Neighbourhood policing teams have helped coordinate and participate in engagement and awareness events such as “LGBT coffee with a cop” and Trans Pride.
D. Recruited other allies	At our student engagement nights we speak with new officers joining the service so that they may join the network. Our stall at the event regularly features allies who help recruit other allies to the network.
E. Coached or mentored other allies	The minority mentoring scheme aims to help allies and LGBT people educate each other on diversity matters as well as supporting the career development of other officers.
F. Other	Attended a number of Stonewall Diversity Champions events (June / July / August 2019) and also attended the National LGBT Police Conference in Cardiff (August 2019). Furthermore, David Johnston (LGBT Ally) sits on a range of external Equality, Diversity & Inclusion Forums (e.g. Legal Island, Criminal Justice Equality Network, Equality Commission Diversity & Inclusion Roundtable) where he champions a range of LGBT and other Under-Represented Group issues.

4.5 Does the organisation support all non-trans employees (including lesbian, gay and bi employees) to become trans allies through training, programmes and/or resources?

GUIDANCE: Examples can include information booklets, programmes or training, but must focus specifically on being an ally to trans people. By non-trans, we mean people who do not identify as trans.

Yes

Describe the training, programmes and/or resources:

Yes, the network lead on implementing trans awareness training in Mid Antrim district. By participating in Trans pride this year the network aimed to show allyship to trans people.

Allies and Role Models: Part 3

LGBT Role Models

4.6 Does the organisation support LGBT employees at all levels to become visible role models through training, programmes and/or resources?

GUIDANCE: Examples can include role model and information booklets, programmes or training, but must focus specifically on steps LGBT people can take to become active role models.

Yes

Describe the training, programmes and/or resources:

The minority mentoring scheme has several LGBT mentors in the program. Each one being a visible and active role model.

4.7 In the past year, have any visible LGBT role models at board level from the organisation been profiled?

GUIDANCE: For information about what is meant by board level, see here. Within the profiling opportunity, the person's sexual orientation, gender identity and/or trans identity must be clear. It should not be left up to the reader or viewer to make assumptions.

No

Provide the date on which this profile was shared.

(No response)

4.8 In the past year, have any visible LGBT role models at senior management level from the organisation been profiled?

Tick all that apply

GUIDANCE: For information about what is meant by senior management level, see here. Within the profiling opportunity, the person's sexual orientation, gender identity and/or trans identity must be clear. It should not be left up to the reader or viewer to make assumptions.

Responses Selected:

A. Lesbian

A. Submit evidence where you have profiled the person/s in the last year:

please be aware only **one** file is allowed per answer

Evidence provided by Superintendent Foy

Filename: Evidence provided by Superintendent Foy **Size:** 22.5 kB

A. Provide the date on which this profile was shared:

27 Jun 2018

B. Provide the date on which this profile was shared:

(No response)

C. Provide the date on which this profile was shared:

(No response)

D. Provide the date on which this profile was shared:

(No response)

Allies and Role Models: Part 4

LGBT Role Models

4.9 In the past 18 months, has the organisation profiled visible role models from the following communities? Tick all that apply.

Tick all that apply

GUIDANCE: Within the profiling opportunity, the person's identity must be clear. It should not be left up to the reader or viewer to make assumptions.

Responses Selected:

A. Gay people or lesbians

Evidence:

A. Submit evidence where you have profiled the person/s in the last 18 months:

please be aware only **one** file is allowed per answer

Twitter - Superintendent Foy receiving Julie Barnes-Frank Award 27 June 2018

Filename: Twitter - Superintendent Foy receiving Julie Barnes-Frank Award 27 June 2018 **Size:** 408.1 kB

Dates:

A. Provide the date on which this profile was shared:

27 Jun 2018

B. Provide the date on which this profile was shared:

(No response)

C. Provide the date on which this profile was shared:

(No response)

D. Provide the date on which this profile was shared:

(No response)

E. Provide the date on which this profile was shared:

(No response)

F. Provide the date on which this profile was shared:

(No response)

G. Provide the date on which this profile was shared:

(No response)

H. Provide the date on which this profile was shared:

(No response)

I. Provide the date on which this profile was shared:

(No response)

J. Provide the date on which this profile was shared:

(No response)

K. Provide the date on which this profile was shared:

(No response)

Allies and Role Models: Part 5

The following question is not scored.

4.10 Does the organisation support all non-bi employees (including lesbian and gay employees) to become bi allies through training, programmes and/or resources?

GUIDANCE: Examples can include information booklets, programmes or training, but must focus specifically on being an ally to bi people.

No

Describe the training, programmes and/or resources:

Type here...

The following question is not scored.

4.11 Does the organisation enable allies to visibly signal their commitment to bi and trans equality? Tick all that apply.

GUIDANCE: Examples include visual signals such as email signatures, badges, lanyards and mugs. These could display the bi and trans flags, or other symbols of support.

Responses Selected:

Bi equality

Trans equality

Section 5: Senior Leadership

Completed - 16 Mar 2020

Workplace Equality Index Application

Senior Leadership: Part 1

Section 5: Senior Leadership

This section comprises of 4 questions and examines how the organisation engages senior leaders. The questions scrutinise how the organisation empowers senior leaders at different levels, then the individual actions they take. This section is worth 8.5% of your total score.

Within this section, senior leaders are split between two levels - board level and senior management. For more information about how we use these two terms, please see here.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

Board level staff

5.1 How does the organisation support board level employees to understand the issues that affect LGBT people?

Tick all that apply

GUIDANCE: The support given should be systematic in its implementation.

Responses Selected:

A. Reverse mentoring opportunities for board level employees

B. Promote LGBT specific conferences or seminars to the board level employees

C. Other

Describe each option selected:

A. Reverse mentoring opportunities for board level employees	LGBT Network Chairs are now attendees at Strategic Governance forums - e.g. Culture, Ethics and Diversity Board (Chaired by the Chief Constable, and attended by members of the Service Executive Team). Standing items at each of these strategic meetings provides for issues and updates to be raised by the Network representatives. This provides opportunity for Senior Executives to be fully informed of and gain a better understanding of the range of issues impacting on LGBT personnel. The Governance Forum is structured with detailed Actions and Minutes being kept, which also ensure that issues raised are addressed.
B. Promote LGBT specific conferences or seminars to the board level employees	Yes - a recent example of this is the forthcoming Senior Leader's event, scheduled to take place on 5th November 2019. Having been notified of the event, the Head of Equality, Diversity & Inclusion (himself an LGBT Ally) put an email to the Chief Constable and Deputy Chief Constable's staff offices, requesting that the Chief Constable / Deputy Chief Constable (plus one other member of Service Executive Team) attend the event. It was emphasised that this presented an excellent opportunity to demonstrate senior level commitment and understanding. Consequently, there will now be Board Level representation at this external event.
C. Other	The Culture, Ethics and Diversity Board (CEDB) has already been referred to in the above section. Additionally, another senior governance forum (Positive Action Group) is chaired at both Assistant Chief Constable and Assistant Chief Officer level. LGBT Network chairs are represented at this forum, and it provides yet further opportunity to ensure that LGBT issues (including those related to PSNI's statutory duty under Section 75 of the Northern Ireland Act 1998 are adequately considered and actioned.

5.2 In the past year, which of the following activities have members of the board engaged in?

Tick all that apply

GUIDANCE: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee network group should be systematic and not ad hoc.

Responses Selected:

A. Communicated a strong message on sexual orientation equality

B. Communicated a strong message on trans equality

C. Met regularly with the LGBT employee network group

E. Spoken at an internal LGBT event

F. Spoken at an external LGBT event

G. Engaged with senior management to discuss LGBT equality

H. Reviewed and/or approved an LGBT inclusion strategy

I. Attended an external LGBT event, for example Pride

J. Other

Describe each option selected. Please include specific dates or time periods.

A. Communicated a strong message on sexual orientation equality	During a recent meeting of Culture, Ethics and Diversity Board, the newly appointed Chief Constable communicated (to members of Service Executive Team and the Co-Chairs of the LGBT Network) his continued commitment to the Stonewall Workplace Equality Index. Similarly, the commitment to equality on basis of sexual orientation (as with other protected characteristics) is evidenced by the presence of Senior Executive Team colleagues at Belfast Pride. Such messaging can be considered as powerful a

	communication tool as an email or blog.
B. Communicated a strong message on trans equality	See comments above - when the Chief Constable delivered his message, he was addressing the entire LGBT community, emphasizing support.
C. Met regularly with the LGBT staff network group	As mentioned previously, LGBT Network meet with the Chief Constable and other members of the Service Executive Team through a number of senior forums (Culture, Ethics and Diversity Board and Positive Action Group). This is in addition to other meetings that will take place to address specific issues that arise from time to time, that are either not for the governance forums, or cannot wait until the scheduled meetings
E. Spoken at an internal LGBT event	An example was when ACC Mairs spoke with at a PRIDE Launch event attended by a range of LGBT members both from within PSNI and other Law Enforcement Agencies on 3rd August 2019
F. Spoken at an external LGBT event	Member of Service Executive Team (Assistant Chief Constable Mairs) recently represented Service Executive Team at LGBT Pride Awards evening. Similarly, ACC George Clarke represented Service Executive Team at the recent Pride of Sail event
G. Engaged with senior management to discuss LGBT equality	See comments provided under 'A' above. During the Culture, Ethics and Diversity Board (which is chaired by the Chief Constable and other representatives of senior members throughout the PSNI, LGBT equality issues are frequently raised. Most recent discussion was around the PSNI officers engaging in Belfast Pride Parade in uniform. The Positive Action Group (chaired by Assistant Chief Constable) meet quarterly to specifically discuss positive actions in relation to underrepresented groups within the PSNI. The purpose of this group is to engage service-wide in pro-active positive steps to addressing areas of LGBT equality (alongside other under-represented

	groups). The LGBT Network has a seat at this meeting and comprises of representation throughout the PSNI.
H. Reviewed and/or approved an LGBT inclusion action plan	LGBT Network (as with other minority networks) submit an Annual Business / Action Plan that is reviewed and approved by the Chair of Positive Action Group (Chief Officer level - ACC Barbara Gray)
I. Attended an external LGBT event, for example Pride **s.F40** **s.F40(2)** **s.F40(2)(a)** **s.F40(2)(b)** **s.F40(3)(A)(a)**	ACC Tim Mairs attended Belfast Pride on 3rd August 2019. Prior to that ACC George Clarke attended Pride of Sail event 2nd August 2019 Additionally, Head of Equality, Diversity & Inclusion [redacted] represented PSNI at Stonewall Diversity Champions Networking events (June / July 2019). He also sits on Legal-Island Diversity & Inclusion Awards panel assessing a range of submissions from a broad spectrum organisations / sectors (one award category being Best LGBT Initiative), thus further demonstrating the commitment to supporting LGBT equality and inclusion
J. Other	PSNI's official social media accounts have been used to promote a range of LGBT Events and initiatives throughout the year, thus reaching a significant audience across Northern Ireland. Again, use of this medium delivers powerful messaging that PSNI is committed to sexual orientation equality, and should be promoted as an employer of choice. A number of these supportive communications and initiatives have previously been subject to challenge and criticism. Despite this, the organisation continues to evidence support internally and externally.

Please list the names and job titles of the individuals named above. Please ensure you have strict permission from them for their name to appear in this submission.

	Name	Job title
Person 1	Simon Byrne	Chief Constable
Person 2	Stephen Martin	Deputy Chief Constable
Person 3	Barbara Gray	Assistant Chief Constable
Person 4	George Clake	Assistant Chief Constable
Person 5	Tim Mairs	Assistant Chief Constable

Senior Leadership: Part 2

Senior Management level staff

5.3 How does the organisation support senior management to understand the issues that affect LGBT people?

Tick all that apply

GUIDANCE: The support given should be systematic in its implementation.

Responses Selected:

A. Reverse mentoring opportunities for senior management level employees

B. Promote LGBT specific conferences or seminars to senior management level employees

C. Other

Describe each option selected:

A. Reverse mentoring opportunities for senior management level employees	See comments provided under previous section relating to 'Board Level' - Positive Action Group and Culture, Ethics and Diversity Board are not attended by Service Executive Team members, there is also representation from senior rank and staff grades (e.g. Chief Superintendent / Grade 5 /

	Grade 7). This provides opportunity for those senior ranks and grades to also understand key issues affecting LGBT colleagues, and to ensure that appropriate support is provided. There are now also structured meetings between Head of Equality, Diversity & Inclusion and LGBT Network colleagues, which provides further opportunities for awareness raising. Indeed, during a recent meeting the Co-chair of the LGBT Network was asked by Head of Equality, Diversity & Inclusion to explain use of references to the term 'Queer', as used in a speech that the Co-Chair had delivered at a recent event in Stormont. This exchange served to educate Head of Equality, Diversity & Inclusion on circumstances when use of such terms may be deemed acceptable by members of a particular community.
B. Promote LGBT specific conferences or seminars to senior management level employees	Again, as previously mentioned, senior managers have been invited to attend a number of LGBT specific conferences and seminars (in addition to Pride - Dublin and Belfast 2019). For example, on 9th July 2019 the Deputy Chief Constable put out an email to senior officers and staff across the organisation stating: Please see below my invitation to colleagues to participate in Belfast Pride. Our previous involvement has been largely very positive and it has been an important step to not just show support to the local LGBT Community across Northern Ireland but also promoting diversity within PSNI... As senior leaders, in the PSNI, it is also important that we show support to our colleagues from minority groupings. I would therefore like to invite you to consider joining your colleagues as they take part in the Pride Parade..." Head of Equality, Diversity & Inclusion has attended a number of Stonewall Diversity Champion seminars in 2019, and has also attended the National LGBT Police Conference in Cardiff (August 2019)

C. Other	There is now a designated first point of contact (Head of Equality, Diversity & Inclusion) who meets with LGBT Network representatives regularly, and seeks to address issues/concerns before they need to be escalated. This also provides opportunity for an advocacy role. A recent example of this was when senior personnel within PSNI Met with senior personnel within Dept of Justice and agreed a collaborative approach to participation in Pride. However, when this arrangement was subsequently discussed with LGBT Network colleagues, during a scheduled meeting, concern was rightly raised that there had been a lack of consultation on the arrangements that had been proposed. Head of Equality, Diversity & Inclusion fed this back to senior personnel, advocating the position of the Network, and restating the important of engagement. Consequently, there were revisions made to the proposed collaborative approach, and any future arrangements will be driven by the Network (supported by the organisation) rather than driven by the organisation...

5.4 In the past year, which of the following activities have senior management engaged in? Tick all that apply.

Tick all that apply

GUIDANCE: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee network group should be systematic and not ad hoc.

Responses Selected:

A. Communicated a strong message on sexual orientation equality

B. Communicated a strong message on trans equality

C. Met regularly with the LGBT employee network group

D. Reviewed top line LGBT monitoring reports and actions

E. Spoken at an internal LGBT event

F. Spoken at an external LGBT event

G. Engaged with the board to discuss LGBT equality

I. Attended an external LGBT event, for example Pride

J. Mentored or coached other senior leaders

K. Other

Describe each option selected. Please include specific dates or time periods.

A. Communicated a strong message on sexual orientation equality	As referred to in previous sections, the fact that the Chief Constable and Deputy Chief Constable have put out a specific email encouraging senior officers and staff to show support for members of the LGBT Community by participating and marching in Pride, sends a very powerful message (internally and externally) on the importance of sexual equality. This messaging is despite there being criticism / challenge raised in previous years regarding the extent to which PSNI should be participating in such an event. This, I believe further highlights the

	strength of the message.
B. Communicated a strong message on trans equality	I believe that the message communicated at 'A' above covers both sexual orientation and trans equality.
C. Met regularly with the LGBT staff network group	In addition to regular meetings of Positive Action Group and Culture, Ethics & Diversity Board, there are now regular meetings between members of the LGBT Staff Network and Head of Equality, Diversity & Inclusion
D. Reviewed top line LGBT monitoring reports and actions	Head of Equality, Diversity & Inclusion has reviewed the fact that, at present time, only 2.38% of officers and 1.38% of staff (3.76% in total) are recorded by the system as identifying either Gay/Lesbian or Bi-Sexual. However, 17.51% of officers and 15.52% of staff have selected the 'prefer not to say' option or left the entry 'blank'. This highlights a significant issue for the organisation, and actions are now being taken (including the introduction of a dedicated Equality, Diversity & Inclusion Unit) to increase support and confidence thus encouraging greater level of openness and transparency
E. Spoken at an internal LGBT event	[redacted](Head of Equality, Diversity & Inclusion and LGBT Ally) has engaged with members at an LGBT Pride Launch event.
F. Spoken at an external LGBT event **s.F40** **s.F40(2)** **s.F40(2)(a)** **s.F40(2)(b)** **s.F40(3)(A)(b)**	ACC Tim Mairs represented PSNI at the Pride Awards ceremony. Similarly, Superintendent Patricia Foy (accompanied by [redacted]) spoke a recent Stonewall Diversity Champions event in Belfast, hosted by AllState
G. Engaged with the board to discuss LGBT equality	Head of Human Resources and Head of Equality, Diversity & Inclusion have regular engagement at Service Executive Team and Northern Ireland Policing Board on equality matters relating to representation across a range of protected characteristics, including sexual orientation
I. Attended an external LGBT event, for example Pride	Yes, a number of senior managers attended Belfast Pride (August 2019), and attendance at the National LGBT Police Conference in Cardiff (August

	2019)
J. Mentored or coached other senior leaders	In addition to the list of LGBT Allies within PSNI, a number of senior managers have and continue to advocate on behalf of the LGBT Staff Network to other senior managers
K. Other	Senior Managers have attended a number of Stonewall Diversity Champions events. Additionally, there has also been social media aimed at promoting and supporting participation at a number of events, including Pride, Pride Family Picnic, Pride of Sail, and Pride Winners Awards ceremony

Please list the names and job titles of the individuals named above. Please ensure you have strict permission from them for their name to appear in this submission.

		Name	Job title
Person 1		Patricia Foy	Superintendent
Person 2	s.F40	[redacted]	Superintendent
Person 3	s.F40(2) s.F40(2)(a)	[redacted]	Superintendent
Person 4	s.F40(2)(b) s.F40(3)(A)(a)	[redacted]	Head of Human Resources
Person 5		[redacted]	Head of Equality, Diversity & Inclusion

Section 6: Monitoring

Completed - 16 Mar 2020

Workplace Equality Index Application

Monitoring: Part 1

Section 6: Monitoring

This section comprises of 7 questions and examines how the organisation monitors its employees. The questions scrutinise data collection methods, analysis and outcomes. This section is worth 11% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

Please ensure that no personally identifiable information is contained in your answers or evidence.

6.1 Does the organisation gather data on employee sexual orientation on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

Yes

Copy and paste the question/s you ask and options staff can select:

All applicants to the PSNI are asked to complete an Equality Monitoring form, and one of the personal characteristics monitored is Sexual Orientation. When the applicant becomes an appointee the information is then transferred to their personal record on the HR system. The question on the monitoring form is as follows:

'Under the Employment Equality (Sexual Orientation) Regulations (NI) 2003 it is unlawful for employers to discriminate against a person on the grounds of sexual orientation. In order to monitor potential employees, you are requested to complete the section below. Are You?'

Heterosexual Bi – Sexual Gay/Lesbian Prefer not to say

6.2 Does the organisation gather data on whether employees are trans and/or non-binary on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

No

Monitoring: Part 2

6.3 Does the organisation monitor and analyse from application to appointment the success rate of LGBT applicants?

GUIDANCE: This refers to external appointments to the organisation and comparing applicant diversity forms to new starter diversity forms.

Yes

Upload the most recent data showing analysis of application to appointment by sexual orientation and trans identity:

please be aware only **one** file is allowed per answer

Filename: Size: 0 Bytes

Describe who the analysis is seen by and action taken:

There is no document that I can share presently, but I can advise that in the most recent police officer recruitment competition the declared LGBT applicant rate was 6.1% (Appointee statistics not yet available as campaign is ongoing). The analysis is seen by: Resourcing Branch, Equality Unit, Positive Action Group, Culture, Ethics and Diversity Board, and Northern Ireland Policing Board; which informs a course of action to increase overall uptake.

6.4 Does the organisation monitor and analyse through a HR system, the spread of LGBT people at different pay grades and/or levels?

GUIDANCE: The system of data collection cannot be through an anonymous staff satisfaction survey.

No

6.5 When running staff satisfaction surveys, does the organisation break down and analyse the satisfaction of LGBT employees?

GUIDANCE: This can be through collecting diversity data on a staff satisfaction survey.

No

Monitoring: Part 3

6.6 What proportion of employees have answered the monitoring question asked in 6.1?

Tick one

GUIDANCE: The proportion should **not** include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

80-89%

Upload reports or data demonstrating the declaration rate:

please be aware only **one** file is allowed per answer

Filename: Size: 0 Bytes

Provide a brief description of the report you have uploaded:

As at 01/08/2019 88% (5967 officers out of a total of 6807) of regular police officers have disclosed their sexual orientation. The figure for police staff is 90%.

6.7. What proportion of employees have answered the monitoring question asked in 6.2?

Tick one

GUIDANCE: The proportion should **not** include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

We do not monitor

The following question is not scored.

6.8. Do you analyse differences in staff satisfaction levels between different LGBT identities?

No

Describe who the analysis is seen by and what action is taken.

Type here...

Section 7: Procurement

Completed - 16 Mar 2020

Workplace Equality Index Application

Procurement: Part 1

Section 7: Procurement

This section comprises of 4 questions and examines how the organisation affects change in its supply chain. The questions scrutinise the steps taken to ensure LGBT inclusive suppliers are procured and held to account. This section is worth 9% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

7.1 Does the organisation train or give guidance to the person/team responsible for procurement around diversity and inclusion outcomes, inclusive of LGBT equality?

GUIDANCE: Examples can include information booklets, programmes or training, but must explicitly mention LGBT equality in relation to procuring services.

Yes

Describe the role or team responsible for procurement:	The PSNI have a Procurement and Logistics Department who sit with overall responsibility for the organisation's Procurement Processes. All procurement processes over £30k are run by this Central Procurement Directorate (CPD) which is in

	full accordance with the Northern Ireland Procurement Policy. The PSNI abide by the 'Procurement and Contract Management Guidance'. This document clearly stipulates that there must be Human Rights Considerations in relation to "....contracting with a contractor/supplier that actively promotes equality and non-discrimination within its workforce, by, for example, actively monitoring application rates by gender, race and disability or adopting a human rights policy and sending its staff on training courses to educate them to identify potential human rights risks facing the company, for example, domestic violence in the workplace"
Describe the diversity and inclusion training or guidance they receive:	All staff and officers who sit on the procurement panels run for the PSNI must go through joint PSNI/CPD training. This is led by the PSNI Head of Procurement and Logistics Services, Grade 6. This training includes the full discussion and reinforcement of the human rights and equality considerations as included within the before mentioned Guidance. The training sessions are small (max 20 per group) to allow for dedicated questions and answers to be addressed throughout the sessions. On average there are about 120 people taken through this training approach per year. This would also include further refresher updates as and when the policy alters. Furthermore service wide emails are also shared highlighting updates when necessary to ensure all updates are shared appropriately and in a timely manner. This training should be in addition, and reinforce the corporate E&D training that is previously mentioned in section 2.

7.2 Before awarding a contract, does the organisation scrutinise the following in the tender process?

Tick all that apply

GUIDANCE: Although it would be best practice, these criteria do not need to be deciding factors when awarding contracts. They should however still be scrutinised and appropriate action taken if the contract is awarded.

Responses Selected:

A. Whether the potential supplier has a policy which explicitly bans discrimination/bullying and harassment based on sexual orientation or gender identity

B. Whether the potential supplier has equality training which is explicitly inclusive of sexual orientation and gender identity

Describe the options selected below:

A. Describe how the organisation scrutinises the potential suppliers' policies:	All potential contract managers are required to explore if the potential contracted companies have strict Human Rights/Non-discriminatory practices. This is important regardless of what cost level the contracts are pitched.
B. Describe how the organisation scrutinises potential suppliers' equality training:	Within tender submissions whilst applying for contracts companies supply a number of evidential documentation that supports their call for tender allocation. Within this information it is common practice for companies to submit evidence supporting their training and development levels their staff undertake, hence promoting the top quality values and services that their staff present when working with the PSNI. Key examples are seen in one of the PSNI larger contracts [redacted]

s.F30

s.F30(1)

s.F30(1)(a)

Procurement: Part 2

7.3 Once a contract is awarded, how does the organisation hold the supplier to account?

Tick all that apply

GUIDANCE: The slot in supplier monitoring meetings does not have to be specifically for LGBT related issues, but should be inclusive of them.

Responses Selected:

A. Include a broad diversity and inclusion slot in contract monitoring meetings inclusive of LGBT issues

Describe the options selected below:

A. Describe how D&I outcomes are included within contract monitoring meetings:	The PSNI has an established agenda for performance reviews with our top suppliers, who represent the top 80% annual spend for the organisation. Within the procurement guidelines, the organisation directs all supplier monitoring meeting to go through a standard Monitoring Meeting Process This guides contract managers to revisit under the 'Relationship Assessment' section to cover all issues regarding '2.4 - Third Party Supplier Assurance, e.g. prompt payment terms, protection of Human Rights'.

7.4 In the past year, how has the organisation engaged or collaborated with its suppliers? Tick all that apply.

Tick all that apply

GUIDANCE: Joint LGBT diversity and inclusion training can also include sharing training with your suppliers.

Responses Selected:

E. None of the above

Section 8: Community Engagement

Completed - 16 Mar 2020

Workplace Equality Index Application

Community Engagement: Part 1

Section 8: Community Engagement

This section comprises of 4 questions and examines the outreach activity of the organisation. The questions scrutinise how the organisation demonstrates its commitment to the wider community and the positive impact it has. This section is worth 10% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

8.1 In the past year, has the organisation utilised its social media accounts and online presence to demonstrate its commitment to LGBT equality?

GUIDANCE: The social media accounts here should be the ones with the widest reach. This question examines how you demonstrate to the largest possible audience that your organisation is committed to LGBT equality.

Please upload evidence of two seperate social media posts. The two social media posts uploaded (for example tweets), should be across a year and not concentrated on one event. The evidence can be an LGBT employee network group being re-posted by an account with bigger reach.

Yes

Describe the activity:

The PSNI has a wide coverage and use of social media including Facebook and Twitter.

There is a number of central corporate accounts that covers what the overarching PSNI are striving to achieve. Also, local teams and districts regularly cover what their area is doing via Facebook/Twitter so as to highlight local priorities and work objectives.

Example of the themes covered are (although this list is vast)
- highlighting significant dates in LGBT calendar such as Tranday of remembrance , IDAHOBIT, and pride.

- local LGBT initiatives that happen as an when at the local district levels

- Belfast Pride picnic was noted on the local policing area Facebook and twitter pages.

- Belfast Pride was on Facebook and Twitter in a number of the different district accounts.

-Trans pride representation

- Newry Pride representation.

(This list is far from exhaustive of representative of the plethora of posts and tweets that have gone out over the past 12 months.)

Upload a screenshot of social media activity:

Twitter - Pride Picnic 27th July 2019

Filename: Twitter - Pride Picnic 27th July 2019 **Size:** 616.8 kB

Upload a screenshot of social media activity:

Facebook - Newry Pride 31st August 2019

Filename: Facebook - Newry Pride 31st August 2019 **Size:** 524.7 kB

Provide the date of the activity:

27 Jul 2019

Provide the date of the activity:

31 Aug 2019

8.2 Which of the following outreach activities has the organisation taken part in the last year? Tick all that apply.

Tick all that apply

GUIDANCE: Sponsored or supported can include in-kind gifts and donations, for example providing a meeting room for a group, and doesn't have to be directly financial (i.e. giving money). The support of a campaign to tackle homophobia, biphobia and transphobia needs to be externally facing and not an internal awareness raising event.

Responses Selected:

A. Sponsored or supported LGB community group/s

B. Sponsored or supported trans community group/s

E. Supported campaign/s to tackle hate crime or homophobic, biphobic and transphobic bullying

Describe each option selected. Please include specific dates or time periods.

A. Sponsored or supported LGB community group/s	The PSNI South Belfast area continues to attend 'Queer Space' support groups for vulnerable and marginalised members of the LGBTQ+ community
B. Sponsored or supported trans community group/s	LGBT network members participated in Trans pride and a Trans Rights talk ran by Amnesty

	international and Trans resource centre. Showing support to the trans community.
E. Supported campaign/s to tackle hate crime or homophobic, biphobic and transphobic bullying	South Belfast has worked to create a role of LGBT hate Crime Liaison Officer who will follow up on all LGBTQ+ incidents and crimes to provide support and guidance throughout. South Belfast worked alongside The Rainbow Project to attend pubs, clubs and saunas providing contact and leaflets in relation to reporting hate crime. Newry neighbourhood policing team has joint meetings with Newry Rainbow Community (NRC) in the lead up to "Pride in Newry" to help support and promote a positive engagement between the PSNI and the wider community. For this event the Liveried Land Rovers were involved in the parade and an information stand was provided with collegeagues from the LGBT Network to help promote the PSNI as an employer of choice, hate crime and general policing information requested. Newry, Ardmore Neighbourhood Policing Team regularly liase with the Newry Rainbow Community (NRC) in relation to Hate Crime. This helps with providing advice, advocacy support and signposting for victims to relevant support help groups. Newry Ardmore held an event on 17th May (IDAHOBIT) in conjunction with Newry Rainbow Committee, the members of the Community Restorative Justice and local residents with focus being on hate crime reporting.

Community Engagement: Part 2

8.3 In the past year, have you collaborated with other organisations in your region or sector on an initiative to promote LGBT equality in the wider community?

GUIDANCE: The initiative can be a one-off or on-going project.

Yes

Complete the following. Please include specific dates or time periods.

Name the organisation/s you collaborated with:	Rainbow Project and Cara Friend
Describe the collaboration or initiative:	The organisation financially supports the rainbow projects hate crime advocacy scheme as well as engaging with other groups such as Cara friend. The Police services engages with the hate crime advocate and consults with them on a regular basis.
Describe the impact of the collaboration or initiative:	Hate crime reporting has dramatically increased. Reporting from LGB has increased by 8% and reporting from the trans community has increased by 21%

8.4 Has your organisation done any further work in the past year to promote LGBT equality in the wider community?

GUIDANCE: Activity here should be additional to anything already mentioned in the submission. Please include specific dates or time periods.

Yes

Describe the activity and impact:

Head of Equality, Diversity and Inclusion ([redacted] attends a number of regular networking forums, including the following:

s.F40
s.F40(2)
s.F40(2)(a)
s.F40(2)(b)
s.F40(3)(A)(a)

CRIMINAL JUSTICE EQUALITY NETWORK

The above forum is attended by a number of Criminal justice Partners, including: Department of Justice, Youth Justice Agency, Police Ombudsman's Office, Northern Ireland Policing Board and Public Prosecution Service, and Northern Ireland Civil Service. During these meetings, [redacted] outlines the initiatives that PSNI is taking to promote LGBT equality; and allows other Criminal justice partners to share ideas and initiatives.

LEGAL ISLAND - DIVERSITY AWARDS EVENT

As PSNI's representative on this panel process, this also presents further opportunity to promote PSNI as an employer of choice and one that supports LGBT equality and will stand up for the rights of all minor groups in society.

The impact from each of these activities has been positive in that PSNI is now engaging proactively on a range of issues impacting members of the LGBT community. It further serves to enhance levels of trust and confidence.

The following question is not scored.

8.5 In the past year, has the organisation utilised its social media accounts to demonstrate its commitment to bi and trans equality?

GUIDANCE: The social media accounts here should be the ones with the widest reach. This question examines how you demonstrate to the largest possible audience that your organisation is committed to LGBT equality. The evidence can be an LGBT employee network group being re-posted by an account with bigger reach.

Responses Selected:

Bi equality

Trans equality

A. Upload a screenshot of social media activity:

Picture Twitter - PSNI LGBT Network at Cardiff Pride - 23 Aug 2019

Filename: Picture Twitter - PSNI LGBT Network at Cardiff Pride - 23 Aug 2019 **Size:** 354.0 kB

B. Upload a screenshot of social media activity:

Picture of PSNI Facebook Entry 31st July - Support for Belfast Pride

Filename: Picture of PSNI Facebook Entry 31st July - Support for Belfast Pride **Size:** 573.7 kB

Provide the date of the activity:

23 Aug 2019

Provide the date of the activity:

31 Jul 2019

Section 9: Clients, Customers and Service Users

Completed - 16 Mar 2020

Workplace Equality Index Application

Routing question Section 9

Section 9: Clients, Customers and Service Users

This section comprises of between 3-5 questions and examines how the organisation engages with clients, customers, services users or partners. This section is worth 8.5% of your total score.

In order to begin this section, choose which sector best describes the organisation below.

Please choose the option that best describes your organisation:

A. Public or third sector with service users

Clients, Customers and Service Users: PS SU P1

Public or third sector with service users

9A.1 In the past 3 years, has the organisation examined the service user journey to ensure there are no barriers to access for LGBT people?

GUIDANCE: This should be a formal mapping process of the touch points of the service user and the service.

Yes

Describe the process by which you examined the service user journey. Please include specific dates or time periods.

The Police Service of Northern Ireland engages with a wide range of Stakeholders, and takes forward a number of initiatives with a range of under-represented groups. For example, there are monthly Hate Crime Advocacy meetings (including those representing members of the LGBT community). The meetings are structured, and bring together representation from a number of agencies (e.g. PSNI, Probation Service, Public Prosecution Service, as well as Hate Crime Advocates). These meetings are about: building relationships; information sharing; collaborative working. Whilst there are a number of processes through which members of the LGBT Community interact with the Police Service of Northern Ireland, this particular process allows for the Service to increase public confidence, and take steps to action issues raised. One such event was titled 'No Place for Hate' and took place between 9th and 19th October 2018 at Guild Hall, Derry/Londonderry. This was the first of a series of 11 events that took place through Northern Ireland.

Describe the outcome and impact. Please include specific dates or time periods.

The outcome was positive and it enhanced the levels of trust and confidence with the criminal justice process in general, but particularly within the PSNI. See attached supporting evidence for further details

9A.2 Does the organisation collect LGBT monitoring information for service users to allow for the following analysis? Tick all that apply.

Tick all that apply

GUIDANCE: You should demonstrate how you collect the data and how it is analysed.

Responses Selected:

A. Assess whether LGBT people are accessing your services

B. Assess the satisfaction of your LGBT service users in comparison to other groups

Describe the options selected:

A. Assess whether LGBT people are accessing your services:	In addition to the engagement that is taking place through the monthly Hate Crime Advocacy meetings, as well as the ongoing Events taking place (such as the one held in Guild Hall in October 2018), the attached supporting evidence attached also shows that (compared to 2017/18 year) there was an increase in the number of Homophobic Incidents recorded by police, as well as an increase in the number of crimes (with exception of Transphobic incidents and crimes which saw a decrease. This demonstrates an increase in confidence from members of the LGBT community.
B. Assess the satisfaction of your LGBT service users in comparison to other groups:	The second attachment is analysis (using Slido) following the event held in the Guild Hall. I would also refer to the attachment submitted in support of Option A, as that document breaks down recorded Hate Crimes across a range of categories, including: Race, Disability, and Faith / Religion.

Upload analysis reports for option A:

please be aware only **one** file is allowed per answer

Bulletin - Incidents and Crimes with Hate Motivation

Filename: Bulletin - Incidents and Crimes with Hate Motivation **Size:** 735.0 kB

Upload analysis reports for option B:

please be aware only **one** file is allowed per answer

No Place for Hate - Guildhall Event Polls Results

Filename: No Place for Hate - Guildhall Event Polls Results **Size:** 310.0 kB

Clients, Customers and Service Users: PS SU P2

9A.3 Has the organisation consulted with LGBT service users in the past 3 years to tailor the services to their needs?

GUIDANCE: The consultation should have involved all LGBT identities.

Yes

Complete the following. Please include specific dates or time periods.

A. Describe the consultation process:	Please see detail provided in previous section. The monthly Hate Crime Advocacy meetings are designed to allow for consultation and confidence building, as well as providing opportunity for police to receive feedback on how service delivery can be improved to meet the needs of members of LGBT community (as well as other minority groups). The other events that were referred to (e.g. No Place for Hate event in October 2018) is another example of consultation that took place. Additionally, the PSNI will have regular engagement with groups including Rainbow Project.
B. Describe the outcome and how services were tailored to the needs of LGBT people:	Outcome is increased reporting of Hate Crimes to Police Service of Northern Ireland, as a consequence of enhanced levels of confidence. There is also increased awareness of the services and support that the Police Service can provide to users, and also the support that is available through partner agencies, including: Public Prosecution Service, Victim Support etc

9A.4 What percentage of frontline employees have been trained on reducing bias and discrimination towards LGBT service users?

Select the completion rate for the training

GUIDANCE: The training should reach as many frontline employees as possible. Training content should explicitly mention examples of discrimination and bias towards LGBT service users. Content should also include the steps frontline employees can take in eliminating this discrimination and bias. Examples of content you could upload are case studies, e-learning screenshots or powerpoint presentations.

A. 76 - 100 per cent

Describe how you estimate completion rates:

Completion rates are estimated by the fact that all frontline officers attend regular schools of instruction and local District and Departmental development events etc., frontline personnel are trained and aware of steps that can be taken to both eliminate discrimination and bias, but also increase trust and confidence. This is driven at senior level by the Service Hate Crime Lead, and disseminated across the Service at District and Departmental level.

Describe the format of the training and the content you have uploaded:

Schools of Instruction Training (delivered at District level to frontline officers - Response / Local Policing and Neighborhood Officers.

(Unfortunately I am unable to provide documentation to support completion rates)

Upload training content:

please be aware only **one** file is allowed per answer

Filename: Size: 0 Bytes

Upload training content:

please be aware only **one** file is allowed per answer

Filename: Size: 0 Bytes

9A.5 In the past year, has the organisation communicated or promoted its services as being explicitly LGBT inclusive?

GUIDANCE: The communication can be digital or physical.

Yes

Describe the reach of the communication. Please include specific dates or time periods.

see attached 'Hate and Crime Signal' leaflet that is available via the PSNI external Internet pages. This is only one example of how PSNI promotes its services as being LGBT inclusive.

The monthly engagement with a range of service users (including through the Hate Crime Advocacy Forum meetings are other examples of how PSNI evidences that its services are LGBT Inclusive

Upload an example communication:

please be aware only **one** file is allowed per answer

Hate and Signal Crime role Leaflet (PSNI External Website)

Filename: Hate and Signal Crime role Leaflet (PSNI External Website) **Size:** 108.2 kB

Section 10: Additional Work

Completed - 16 Mar 2020

Workplace Equality Index Application

Section 10

Section 10: Additional work

This section is your opportunity to tell us about any additional work the organisation has carried out over the past year. This section is worth 1% of your total score.

10.1 Has the organisation done any further work in the past year to improve the working environment for LGBT staff?

GUIDANCE: The activity detailed here should **not** have been mentioned anywhere else in the submission. The activity should relate to the UK, rather than global operations; please see the Global Equality Index to showcase global work.

Yes	**s.F40** **s.F40(2)** **s.F40(2)(a)** **s.F40(2)(b)** **s.F40(3)(A)(a)**

Describe the activity and impact. Please include specific dates or time periods.

[redacted] Head of Equality, Diversity & Inclusion) is now the dedicated point of contact for members of the LGBT Network. There are also now structured engagement arrangements in place; allowing issues of concern to be addressed and remedied. There is also greater visibility of, and support from, the Equality, Diversity & Inclusion Lead who has sought to put provisions in place for better funding support for Networks, meaning that requests for financial support are dealt with more proactively and thus providing Network representatives with greater clarity regarding what activities / initiatives will likely receive financial support. Previously, such requests were processed on a case by case reactive manner.

Staff Feedback Survey

Has your organisation circulated the Staff Feedback Survey?

The Staff Feedback Survey is worth 10% of points in the Workplace Equality Index.

The survey can be found at **www.stonewall.org.uk/index-survey-2020** and closes on Friday 1 November.

Your colleagues will need your organisation's 4-digit code in order to access the survey. If you do not have this code, contact memberships@stonewall.org.uk.

Optional Awards

Individual awards

The following awards will be given to outstanding individuals, network groups and organisations who have contributed significantly to LGBT equality, both within their workplace and the wider community.

The nominations are longlisted by the Membership Programmes team and then shortlisted and awarded by an internal Stonewall panel.

Award winners are profiled in Stonewall's Top 100 Employers publication.

You can still be named as an award winner if your organisation does not reach the Top 100 list.

For individual awards, please ensure you have the person's permission to share their details before completing and submitting the nominations.

Role Models of the Year

If you would like to nominate an individual(s) for one or more of the role model awards, please select from the below options and tell us about the great work they've done over the past year.

Guidance: You should tell us how the individuals have contributed significantly to LGBT equality in both your workplace and the wider community.

Please note that we use the below terms as umbrella terms for many different identities (See the Stonewall glossary).

You should ensure the nominated individual is comfortable being identified with the specific term selected. For example, if someone is pansexual, making sure they're comfortable receiving the award and being profiled as Bi Role Model of the Year.

We will work with them to explore their identity fully within their profile in the Top 100 Employers publication.

Responses Selected:

Gay

Gay role model nomination:

[redacted] - During the year, [redacted] has been involved in a range of initiatives that have not only contributed significantly to LGBT Equality, but has also served to enhance PSNI's position as an employer of choice. Despite limited resources, and competing priorities, [redacted] has found time to promote and directly engage in local and international initiatives; including:

Pride - Dublin, Belfast, Cardiff and Newry
National Bi Visibility Working Group
Co-Chair of PSNI's LGBT Network

[redacted] determination and commitment (and clear visibility) continues to advance awareness of LGBT equality issues both internal and external to the organisation.

Ally of the Year

If you would like to nominate an individual for the ally award, please tell us about the great work they've done over the past year.

Guidance: You should tell us how the individual has contributed significantly to LGBT equality in both your workplace and the wider community.

Please note this category can also include allies within the LGBT community. For example, a lesbian women who has shown fantastic allyship to the trans community.

(No response)

Senior Champion of the Year

If you would like to nominate an individual for the senior champion award, please tell us about the great work they've done over the past year.

Guidance: You should tell us how the individual has contributed significantly to LGBT equality in both your workplace and the wider community.

Please note the senior champion does not need to identify as LGBT.

(No response)

Employee Network Group of the Year

If you would like to nominate your organisation's network group, please tell us about the great work it's carried out over the past year.

Guidance: You should tell us how the network group has contributed significantly to LGBT equality in both your workplace and the wider community.

Please note you may reference work which has already been documented in the LGBT Employee Network Group section.

(No response)

Bi-Inclusive Workplace of the Year

If you would like to nominate your workplace for the Bi-Inclusive Workplace of the Year award, please tell us about the great work you've done over the past year.

Guidance: This is an opportunity to demonstrate that your organisation is leading the way as a bi-inclusive workplace.

Please note you may reference work which has already been documented.

(No response)

Logo

Completed - 16 Mar 2020

Logo

Filename: PSNI_CREST.bmp **Size:** 1.9 MB

TRANS GUIDANCE FOR THE POLICING SECTOR

GUIDANCE FOR THE MANAGER

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GUIDANCE FOR THE MANAGER

As a manager it's incumbent on each of us to ensure we know our staff and know what we can do to get the best out of them. It's critical that we have a diverse and inclusive workforce as it's the only way that we'll deliver the best service to our communities and it will give us a much better understanding of them.

I have always said that to support people we need to have conversations – make time to talk – but when talking about gender identity, people will often say 'I don't know what to say'. This guidance is designed to help managers to start and continue those conversations, to get to know their staff and to understand what they need to do as managers to support their trans staff. The conversation is the starting point – making sure it's appropriate, supportive and considerate. If you're ever not sure, just remember #maylask.

ACC Julie Cooke

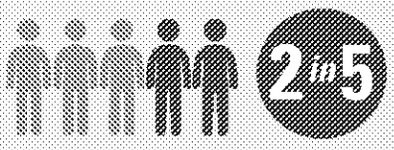
INTRODUCTION

The aim of this document is to provide managers with the tools to have conversations about gender identity in the workplace and to feel equipped with knowledge of what to do when a staff member informs you they are going to transition.

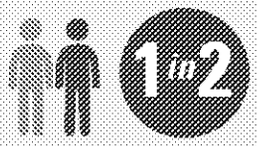
As a manager, your role is to ensure a positive experience for the trans individual and create an inclusive working environment. You must ensure trans people feel welcome and are motivated to perform at their best. To quote Sir Robert Peel, 'the police are the people and the people are the police'.

For most people, their innate sense of being male or female, their gender identity, matches the sex they were assigned at birth and sits comfortably with it. However, for a small number of people their gender identity doesn't match the sex they were assigned at birth. Some will undergo the process of aligning their life and physical identity to match their gender identity. This is known as transitioning. However, some will not. Others may identity as neither male nor female, which may be known as being non-binary. No trans person's journey will be the same as another's, and it's important to recognise these differences.

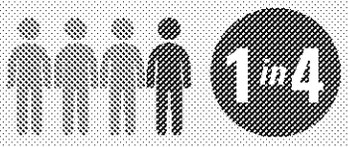
As part of the process of aligning their life and physical identity to match their gender identity, some trans people may choose to take hormones and have surgery. However, medical intervention isn't part of every trans individual's journey.



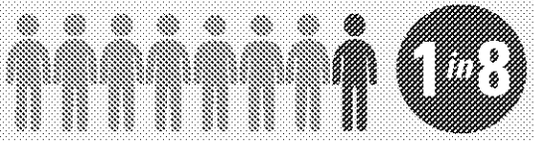
Trans people have experienced a hate crime or incident because of their gender identity in the last 12 months



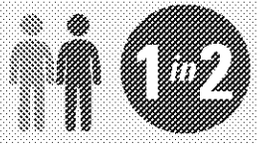
Trans individuals avoid certain bars and restaurants due to fear of discrimination (51 per cent)



Trans people (25 per cent) contacting emergency services in the last year were discriminated against because of their gender identity



Trans employees (12 per cent) have been physically attacked by a colleague or customer in the last year



Trans people (51 per cent) have hidden their identity at work for fear of discrimination

(source: Stonewall's LGBT in Britain report 2017)

WHAT DO I SAY TO THE PERSON INFORMING ME THEY ARE GOING TO TRANSITION?

A member of your team speaking to you about their gender identity is a huge step for the individual and your initial response is extremely important. You don't have to know everything, but you need to listen, be supportive and reassure the individual that all information disclosed shall remain strictly confidential.

Understand that every trans individual's experience is different and no journey will be the same, so work collaboratively to create a plan specific to them and their needs. Agree with them which steps need to be taken before, during and after their transition. For an example of what this may look like please refer to the section entitled Template Examples in the *Trans Guidance for the Policing Sector, Overview* document.

'It's a marathon, not a sprint.'
— Sgt., Response Team

WHAT DO I NEED TO THINK ABOUT?

- The location of your initial meeting: find somewhere private where you won't be disturbed
- Planning for your first meeting: read the documents and policies available to you
- Does the employee need time off for treatment?
- If, when and how does the individual want to inform colleagues?
- Which practical things need to be changed and who is accountable for these? For example, IT systems and warrant cards
- What options are there for redeployment if the individual should wish to do so, ensuring that their career progression is minimally affected, if at all? For example, with fitness tests or personal safety qualifications
- What training might be useful for you and your team?
- Keeping a signed record of everything agreed between you and the individual
- Have any of their details or pictures been previously used on the force social media?
- Have their pictures previously been used on the force social media, website or printed literature?

FACILITIES

These may include showers, toilets and locker rooms.

Individuals will likely use the facilities that align with their gender identity. At different points in their transition, they may however choose to use gender neutral facilities or accessible facilities if gender neutral ones are unavailable.

Think about which facilities you may need to be sure they are available for the individual in different situations, for example, shared accommodation, external courses and showers after physical activities. Ideally, there should be options in all circumstances to ensure the comfort and privacy of the individual.

'There was a general lack of awareness among the policing family as to what transgender meant exactly.'
– PC, Response Team

WHAT LANGUAGE SHOULD I USE?

Please see *Trans Guidance for the Policing Sector: Glossary of Terms,* to better understand language.

Ask the individual which pronouns and name they would like to use at each stage of their transition.

Think about whether the police usage of 'Sir' and 'Ma'am' is appropriate for the individual. Ask them how they would like to be addressed. Could you implement a change whereby people are referred to by their rank?

'I really struggled with being constantly referred to as my former gender on the radio for all to hear. Use of language such as 'she' instead of 'he' and 'her' instead of 'him'. This left me feeling embarrassed and uncomfortable and continued for two years following transition.'
– PC, Response Team

WHAT IF I DON'T KNOW THE ANSWER?

Don't worry. Listen, be honest, provide reassurance and find the answer after the meeting. Tell the individual when you will get back to them and agree by what method this will be done.

Use the support services available to you for advice. However, be mindful of confidentiality and the danger of accidentally disclosing details of the individual concerned when asking for help. Always ensure you gain the individual's written permission before speaking about their gender identity with a third party.

WHAT DO I NEED TO THINK ABOUT AFTERWARDS?

As with any prolonged time off, the frequency and method of keeping in touch should be agreed with the individual. Certain events may cause anxiety, such as the first day back at work, changes to their role, or using different facilities, and discussions should be had to ensure that the individual feels safe, supported and comfortable returning to work.

Offering to crew the individual with a trusted colleague and providing training in different search or conflict techniques may help alleviate some of the concerns.

CONFIDENTIALITY

Where an employee reveals information about their gender identity, the recipient of such information must keep it confidential and must not disclose it to a third party without that individual's consent. This includes information provided to the line manager when the employee is transitioning. Disclosure of this information would constitute harassment and in some cases legal action could be taken.

Additionally, the employer must not disclose information relating to an employee's gender identity to another employer, for example when responding to a reference request, and all documents relating to the individual must be securely stored.

WHERE CAN I FIND SUPPORT?

- Take advice from your Diversity and Inclusion team and/or HR
- Speak to one of the organisations listed at the end of this guidance
- Deputy Chief Constable (DCC) or equivalent rank is the named nominated trans lead in every force

Remember: you can't identify an individual as trans to a third party without that individual's prior permission. Ensure you have this permission in writing before doing so.

Please see Further Information and Support in *Trans Guidance for the Policing Sector: Guidance for the Individual.*

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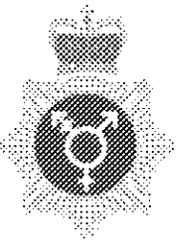
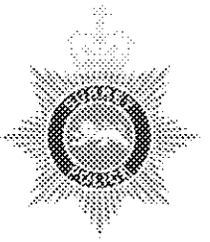


Office of the Police and Crime Commissioner for Surrey



TRANS GUIDANCE FOR THE POLICING SECTOR

GUIDANCE FOR THE MANAGER

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s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(A)(a)

Written by:
[redacted] Office Group Manager, Stonewall
Chinon Blackburn, Detective Superintendent, Surrey Police

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TRANS GUIDANCE FOR THE POLICING SECTOR

GLOSSARY OF TERMS

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GLOSSARY OF TERMS

ALLIES OF TRANS PEOPLE
Usually a cis or non-trans person who supports members of the trans communities.

ACQUIRED GENDER
The law uses the phrase 'acquired gender' to refer to the gender in which a trans person lives and presents to the world. This isn't the gender that they were assigned at birth, but it is the gender in which they live.

BI
Refers to an emotional and/ or sexual orientation towards more than one gender.

CISGENDER OR CIS
Someone whose gender identity is the same as the sex they were assigned at birth. Non trans is also used by some people.

CROSS-DRESSER
Someone who wears the clothes usually expected to be worn by someone of the 'opposite' gender. Other terms include 'transvestite' (now becoming a dated term and disliked by some) and 'dual role'. A cross-dresser is unlikely to have a full-time identity as a member of their cross-dressed gender and typically does not seek medical intervention.

GAY
Usually refers to a man who has an emotional, romantic and/or sexual orientation towards men. Also a generic term for lesbian and gay sexuality - some women define themselves as gay rather than lesbian.

GENDER
Often expressed in terms of masculinity and femininity, gender is largely culturally determined and is assumed from the sex assigned at birth.

GENDER BINARY
A binary system allows only two things or states – for example, on/off. In terms of gender, it refers to the either/or categories of male/female that do not allow for, or recognise, other experiences of gender.

GENDER DYSPHORIA
Used to describe when a person experiences discomfort or distress because there's a mismatch between their sex assigned at birth and their gender identity. This is also the clinical diagnosis for someone who doesn't feel comfortable with the gender they were assigned at birth.

GENDER EXPRESSION
How a person chooses to outwardly express their gender, within the context of societal expectations of gender. A person who doesn't conform to societal expectations of gender may not, however, identify as trans

GENDER FLUID
A person whose gender is not static and changes throughout their life. This could be on a daily/weekly/monthly basis and will be different for everyone.

GENDER IDENTITY
A person's innate sense of their own gender, whether male, female or something else (see non-binary below), which may or may not correspond to the sex assigned at birth.

GENDER REASSIGNMENT
Another way of describing a person's transition. To undergo gender reassignment can include undergoing some sort of medical intervention, but it can also mean changing names, pronouns, dressing differently and living in their self-identified gender. Gender reassignment is a characteristic that is protected by the Equality Act 2010, and it is further interpreted in the Equality Act 2010 approved code of practice.

GENDER RECOGNITION CERTIFICATE (GRC)
This enables trans people to be legally recognised in their affirmed gender and to be issued with a new birth certificate. Not all trans people will apply for a GRC and you currently have to be over 18 to apply. You don't need a GRC to change your gender markers at work or to change your gender on other documents such as your passport. Having a GRC means that information relating to an individual's gender history becomes 'protected information' and disclosure outside of exceptional circumstances (listed in the Gender Recognition Act 2004) is illegal.

INTERSEX
A term used to describe a person who may have the biological attributes of both sexes or whose biological attributes don't fit with societal assumptions about what constitutes male or female. Intersex people may identify as male, female or non-binary. Stonewall works with intersex groups to provide its partners and stake-holders information and evidence about areas of disadvantage experienced by intersex people but doesn't, after discussions with members of the intersex community, include intersex issues as part of its current remit at this stage.

LGBT
The acronym for lesbian, gay, bi and trans.

LESBIAN
Refers to a woman who has an emotional, romantic and/or sexual orientation towards women.

MISGENDERING
You misgender someone when you refer to them using a word, especially a pronoun or form of address, that doesn't correctly reflect the gender they identify with.

NEURODIVERSE
A concept where neurological differences are recognised and respected in the same way as any other human difference.

NON-BINARY
An umbrella term for a person who doesn't identify as only male or only female, or who may identify as both.

OUTED
When a lesbian, gay, bi or trans person's sexual orientation or gender identity is disclosed to someone else without their consent.

PERSON WITH A TRANS HISTORY
Someone who identifies as male or female or a man or woman, but was assigned differently at birth. This is increasingly used by people to acknowledge a trans past.

PRONOUN
Words we use to refer to people's gender in conversation - for example, 'he' or 'she'. Some people may prefer others to refer to them in gender neutral language and use pronouns such as they/their and ze/zir.

QUEER
A derogatory term for LGBT people in the past, it has now been reclaimed by LGBT young people in particular, who don't identify with traditional categories around sexual orientation and gender identity. Some people still find the term derogatory.

SEX
Assigned to a person on the basis of primary sex characteristics (genitalia) and reproductive functions.

SEXUAL ORIENTATION
A person's emotional, romantic and/or sexual attraction to another person.

TRANS
An umbrella term to describe people whose gender isn't the same as, or doesn't sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms, including (but not limited to) transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, genderveriant, cross-dresser, genderless, agender, non-gendered, third gender, two-spirit, bi-gender, trans man, trans woman, trans masculine, trans feminine and neutrois.

TRANS MAN
A trans man is a female-to-male transgender person who was assigned female at birth but has a male gender identity.

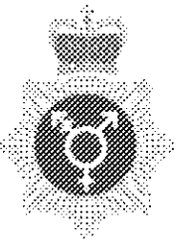
TRANS WOMAN
A trans woman is a male-to-female transgender person who was assigned male at birth but has a female gender identity.

TRANSITIONING
The steps a trans person may take to live in the gender they identify with. Each person's transition will involve different things. For some this involves medical intervention, such as hormone therapy and surgeries, but not all trans people want or are able to have this. Transitioning may also involve things such as telling friends and family, dressing differently and changing official documents

TRANSPHOBIA
The fear or dislike of someone based on their being trans, including the denial/refusal to accept their gender identity. Any incident of transphobia; any form of prejudice or hatred toward a person because of their actual or perceived transgender, is considered a transgender hate crime.

TRANSSEXUAL
A more medical term (similar to homosexual) to refer to someone who transitioned to live in the 'opposite' gender to the one assigned at birth. A more common term in the past, it's generally been replaced by trans or transgender.

IN PARTNERSHIP WITH:



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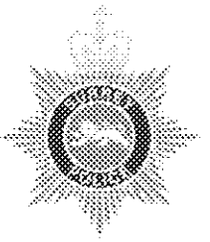

TRANS GUIDANCE FOR THE POLICING SECTOR

GLOSSARY OF TERMS

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TRANS GUIDANCE FOR THE POLICING SECTOR

GUIDANCE FOR THE INDIVIDUAL

Stonewall

Acceptance without exception

GUIDANCE FOR THE INDIVIDUAL

As NPCC lead for LGBT issues I see it as extremely important that all officers and staff can come to work and bring their whole self. It makes sense for individuals to be themselves, which is much easier than trying to be someone else, and importantly it makes business sense. We know people perform much better if they feel supported and able to be honest and open about who they are.

Policing must have a diverse workforce if it is to be truly representative of our communities and if we are to provide the best service. Inclusivity for trans staff is as important as for all members of our workforce.

Staff who are transitioning whilst in work will be afforded psychological support as well as the time and flexibility to manage any related absence from the workplace. Career opportunities and progression will not be restricted as a result of the transitioning process and there must be a clear agreement between the member of staff and management about the process and how the individual will be supported.

All trans staff, regardless of their position, can expect ongoing support and protection from adverse treatment in the police force.

ACC Julie Cooke

WHAT DOES THE LAW SAY?

Current legislation allows trans individuals to have their birth certificate changed to reflect their gender identity as male or female (Gender Recognition Act, 2004) and protects those who are planning to undergo, are undergoing or have undergone gender reassignment from discrimination, harassment and victimisation (Equality Act 2010).

WHAT CAN I EXPECT?

As a police force we ensure that everyone is treated with dignity and respect and free from discrimination at work. Our policies and Code of Ethics detail that we extend all protections to everyone under the trans umbrella, regardless of whether they have transitioned or intend to transition. All conversations will be kept confidential, unless prior permission is gained to speak to any third party in the force.

WHO CAN I SPEAK TO?

We would always recommend speaking to your direct line manager in the first instance. If however, you feel unable to do this, the Deputy Chief Constable (DCC) or equivalent rank in every force has been nominated as the senior single point of contact for you to speak confidentially with. You can email them directly and mark the email as confidential.

Some forces will also have other groups you can speak to, including a diversity team, HR team, LGBT networks or Independent Advisory Groups. Look on your intranet to see if this support is available. If you're a Police Officer your local Federation Rep is there to support you too, and every local Federation Board has an Equality Liaison Officer you can access.

If you're police staff, your trade union representative and the trade union trans and LGBT networks can provide support and advice.

On a national level, you can contact the National Trans Police Association, the National LGBT Police Network or Stonewall's Information Service for further confidential support.

WHAT SHOULD I SAY?

Your manager may not have received specific training on how to support trans individuals in the workplace, however guidance and support is provided in *Trans Guidance for the Policing Sector: Guidance for the Manager.*

Think about what your manager needs to know. Do you have a timeline for your transition? Would you like this to be communicated to colleagues? If so, how and when? What do you need from your manager?

Everyone's experiences are different and it's important to work with your manager to develop a plan tailored to your needs.

WHAT IF I NEED TIME OFF?

Time off to transition should be marked separately to sickness. It won't count toward frequent sickness totals or result in you being penalised for promotion or specialisation.

WHAT IF I DON'T WANT TO STAY IN MY CURRENT ROLE, OR CAN'T?

Depending on your individual circumstances, you may wish to be redeployed on a temporary or permanent basis. The force should accommodate this where possible and ensure any changes won't have negative effects.

FURTHER INFORMATION AND SUPPORT

Speak with your supervisor or Occupational Health department to access confidential helpline or counselling services.

BEAUMONT SOCIETY – a national self-help body run by and for trans people. The website provides links to a range of information and advice resources.

GENDERED INTELLIGENCE – a community focused organisation whose object is to deliver arts programmes and creative workshops to trans youth from across the UK in order to increase the quality of young trans peoples' life experiences.

GIRES TRANSWIKI – a comprehensive directory of the UK groups campaigning for, supporting and assisting trans and gender non-conforming individuals, as well as their families. Inclusive of those who are non-binary or non-gender.

NATIONAL LGBT POLICE NETWORK – the official national body for LGBT staff in the police.

NATIONAL TRANS POLICE ASSOCIATION – a body that provides support to serving and retired police officers, police staff and special constables on gender identity issues.

RAINBOW PROJECT – the Rainbow Project is an organisation that works to improve the physical, mental and emotional health and well-being of transgender and LGB people in Northern Ireland.

SCOTTISH TRANSGENDER ALLIANCE – an organisation that aims to improve the lives and experiences of trans people living in Scotland.

STONEWALL – Britain's leading charity for lesbian, gay, bi and trans equality, working to create a world where every single person can be accepted without exception. This includes supporting organisations to create inclusive environments through its Diversity Champions programme, and providing advice to individuals through its Information Service.

UNISON – has an extensive range of resources on trans equality including 'Gender Identity: an introductory guide for reps supporting trans members', 'How to be a good ally to trans people at work', Factsheet on 'Trans workers rights' and others. All of these are at www.unison.org.uk/out

RESOURCES

ACAS: *Supporting trans employees in the workplace*

Government Equalities Office/Inclusive Employers: *The recruitment and retention of transgender staff*

Home Office/a:gender: *The Workplace and Gender Reassignment*

Scottish Trans Alliance and Stonewall Scotland: *Changing for the Better – How to Include Trans People in Your Workplace*

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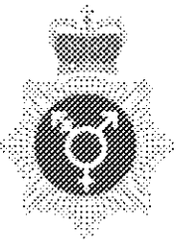

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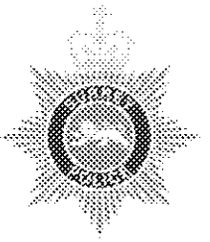

TRANS GUIDANCE FOR THE POLICING SECTOR

GUIDANCE FOR THE INDIVIDUAL

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s.F40(2)(b)

s.F40(3)(A)(a)

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TRANS GUIDANCE FOR THE POLICING SECTOR

AN OVERVIEW

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AN OVERVIEW

We know that the process of transitioning can be extremely challenging for the individual and managers or colleagues alike. It's generally unfamiliar ground for people and the aim of this guidance is to try to give as much help and support as possible. This guidance has been created by pulling together current guidance across the country, looking at real case studies and working closely with Stonewall. We would like to see some consistency across forces, given that we know policing can be viewed very differently to other occupations and, at this point in time, this guidance contains the most up to date support available.

All forces need to understand the business sense for valuing all staff and being inclusive; individuals need to feel recognised and supported and will contribute greater things if they truly feel valued. This guidance will help forces to ensure they are providing the right support for trans colleagues and my plea is that all forces will use this as a resource.

ACC Julie Cooke

INTRODUCTION

For most people, their innate sense of being male or female, their gender identity, matches the sex they were assigned at birth and sits comfortably with them. However, for a small number of people their gender identity doesn't match the sex they were assigned at birth. Some will undergo the process of aligning their life and physical identity to match their gender identity. This is known as transitioning. However, some will not. Others may identity as neither male nor female, which may be known as being non-binary. No trans person's journey will be the same as another's, and it's important to recognise these differences.

As part of the process of aligning their life and physical identity to match their gender identity, some trans people may choose to take hormones and have surgery. However, medical intervention isn't part of every trans individual's journey. For example, individuals may change gender markers on identification documents without any medical intervention.

CONFIDENTIALITY

Disclosure of gender identity isn't a requirement of employment. Some individuals may wish to keep their gender identity private, some may choose to discuss it with select colleagues in confidence, others may be more open about it.

Where an employee reveals information about their gender identity, the recipient of such information must keep it confidential and must not disclose it to a third party without that individual's consent. This includes information provided to the line manager when the employee is transitioning. Unwarranted disclosure of this information would constitute harassment, could be a disciplinary offence and in some cases legal action could be taken.

Additionally, the employer must not disclose information relating to an employee's gender identity to another employer, for example when responding to a reference request.

Police forces should also ensure that employee records are changed where appropriate.

DEMONSTRATING YOUR FORCE'S COMMITMENT TO TRANS INCLUSION

POLICIES

These should contain an explicit commitment to gender identity and expression equality. They should set out what constitutes unacceptable behaviour and state that the organisation has a zero-tolerance approach towards discrimination and harassment based on gender identity. They should specify how any instances of this will be dealt with and refer to the employer's grievance and disciplinary procedures. Details of external sources of advice and support for employees should also be included.

STRATEGY

Support for trans staff should be embedded into your overall Equality, Diversity & Human Rights (EDHR) strategy.

TRAINING

Training all staff on trans identities and inequalities will raise awareness in your force. Your HR team, diversity directorate or staff LGBT+ network will be able to provide you with advice and guidance on this.

VISIBLE COMMITMENT INTERNALLY AND EXTERNALLY

This demonstrates to current trans staff and potential trans staff that you'll support them and value their contribution to your work. For example, include a clear statement of inclusivity and details of your trans policies on your website, communicate inclusive messages across social media channels and on your intranet.

LANGUAGE

Language relating to gender and identity is nuanced, contextual and complex. The language in this document may be reviewed in future to ensure it reflects best practice. For the purpose of clarity, within this document we use the term 'trans' in its most encompassing form to include any person whose gender identity and/or gender expression doesn't conform to conventional ideas of male or female gender, or the sex they were assigned at birth. This includes all binary and non-binary gender identities, as well as those who have an absence of gender identity (for example: agender people).

THE LAW

Current legislation allows trans individuals to amend the gender on their birth certificate (Gender Recognition Act, 2004) and protects those who are planning to undergo, are undergoing or have undergone gender reassignment from discrimination, harassment and victimisation (Equality Act 2010).

Currently there's a lack of clarity around non-binary identities within the current legal framework. Best practice is to ensure that all individuals, including non-binary staff, are treated with respect and aren't discriminated against or harassed.

Police force policies and codes of ethics state that forces extend all protections to everyone under the trans umbrella.

- **Individuals can transition without gaining a Gender Recognition Certificate (GRC) and the majority of trans people don't have or want a GRC.**
- **There's no requirement, legal or otherwise, for trans individuals to inform their employer of their trans history.**

THINGS TO CONSIDER

ADDRESSING INDIVIDUALS

Within the police service Sir and Ma'am are used to differing degrees and if you are unsure how to address someone on this basis, you can consider using someone's rank instead. It is generally good practice in any situation to ask individuals how they would like to be addressed. This might be particularly relevant for those that identify as non-binary, or in the case of police staff where it isn't as straight forward as referring to someone by their rank.

COMMUNICATING WITH THE MEDIA

Given the media interest in the police service, it's possible that forces will be asked about their trans employees by the press or even by the public via social media. Any response mentioning a particular employee should only be provided with the consent of the individual, should be led by the individual in partnership with the relevant Corporate Communications Department, and should reaffirm the force's commitment to equal opportunities and supporting its employees.

It is advisable that your force create a media/communications strategy, in-line with policy, potentially with input from the LGBT+ network, to facilitate any responses to media enquiries.

FACILITIES

Individuals will likely use the facilities that align with their gender identity. At different points in their journey, they may however choose to use gender neutral facilities or the accessible facilities if gender neutral ones are unavailable.

It's important to make sure that appropriate facilities are made available for all individuals, respecting a person's right to use the facilities most comfortable for them. This includes toilets, showers and locker rooms. Available facilities should ideally always include male, female and gender neutral options. Private rather than communal facilities should also be made available if needed.

These considerations should be made internally and for shared accommodation, as well as for external courses and showering after physical activity.

New builds should have these options included as part of their planning. In older buildings, cubicles and non-communal facilities should be built in, in line with best practice.

INFORMING COLLEAGUES

The individual transitioning and the employer should agree if and what information needs to be conveyed to work colleagues.

Each individual's circumstances will differ and the employer should respect their decision with regards to informing others. For example, some employees may wish to inform colleagues about their transition personally, some may wish for their employer to inform colleagues on their behalf and others may not want to inform anyone.

There are a number of different ways to inform colleagues. Examples include by email, in a team meeting or during a casual coffee with individuals. These communications will need to address practical issues, particularly regarding how the individual would like to be addressed (for example: name and pronoun).

IT SYSTEMS AND RECORDS

Personal records for individuals who transition shouldn't refer to a previous name and records made prior to their name change should be updated. One option is to mark the individual down as having left the force and create a fresh record with their new details.

Some records (such as pension and security vetting) will often need to reflect the sex stated on the individual's birth certificate. If the individual hasn't obtained a Gender Recognition Certificate to amend their birth certificate, it will usually state the sex they were assigned at birth due to current HMRC legislation.

Access to these records and any other details associated with the employee's trans status (such as records of absence for associated medical treatment) must be restricted to staff who need to know. These staff may include those directly involved with supporting the individual or involved with the administrative process, but shouldn't be available to a wider HR team.

REDEPLOYMENT

Transitioning individuals may wish to change post or location either temporarily or permanently. The line manager should consult with the individual and take care not to make assumptions about what they may want or pressure them into changing their role.

The individual's decision may be based on factors including:

- Duties that are difficult to undertake during medical treatment
- Questions from the public
- Physical limitations and potential workplace adjustments
- The impact of specific clothing changes, such as wigs or binders (see **Uniform** for further information)

SHOULDER NUMBERS

Some individuals may want to keep their shoulder number and some may wish to change it. The force's policy on this should be flexible where possible, particularly in forces where shoulder numbers are gender specific. Any decision to change shoulder number should be led by the individual, but keep in mind issues that can arise when a new number doesn't match the length of service or when a number is recycled.

SOCIAL MEDIA

Consider whether the individuals' details or photographs have been previously used in any police social media such as on Twitter, Facebook, SnapChat and Instagram. Or in other communications such as press releases or on the intranet. Discuss with the individual what they'd like to be done with these. It's recommended that the individual also consider their own social media and online footprint.

SPEAKING IN COURT

Consider how to manage court appearances and giving evidence. For example, an employee may have written a statement of evidence prior to their transition, then be required to give evidence after their transition. Situations such as this should be appropriately risk assessed and discussed with the individual and the Crown Prosecution Service.

SEARCHING

The law states that chief officers are responsible for providing corresponding operational guidance and instructions for the deployment of trans officers and staff under their direction and control in relation to duties which involve carrying out, or being present at, any of the searches and procedures described in Code A and Code C of PACE. The guidance and instructions must comply with the Equality Act 2010 and should therefore complement the approaches in Annex F, Code A and Annex L, Code C of PACE.

Guidelines are currently being reviewed at a national level in relation to both strip and stop searches and this document will be updated in line with any decisions made.

TIME OFF FOR TREATMENT

The length of time people take to complete their transition will depend on individual circumstances, including possible medical treatment and what this may entail.

Government guidance states employers should record time off for transition separately from sickness absence. Additionally, the Equality Act 2010 states that time off for transition shouldn't be used for absence management purposes. Some employers create a separate transitioning absence process, where all leave for transitioning is treated as special leave.

UNIFORM

As long as what an individual wears complies with regulations, uniform policies should be flexible. Staff should be able to dress in the uniform in which they feel most comfortable, regardless of gender. For operational or comfort reasons, it's best practice to allow individuals to wear variations of the regulation uniform.

It's also important to consider the impact that other aspects of transitioning may have on an individual's role and may inadvertently affect an officer's ability to train or shower in certain environments. For example, consider providing alternative fitness sessions where necessary and possible.

At the early stages of transitioning, some regulations around hair length and shaving may need to be discussed and flexibility given to the individual concerned. Staff may request different uniform due to changes in body shape, or they may wish to cover up hair loss or growth and request long-sleeved tops.

'I had laser hair removal on my arms leaving bald patches, which I had to cover up with long-sleeved shirts prior to transitioning.'
– Sgt., Neighbourhoods

WARRANT CARD AND STAFF IDENTITY CARD

Individuals who transition are likely to want their warrant and staff identity cards updated.

Ensure the force's policy on updating these cards is flexible, as the individual transitioning may need to update these more than once to reflect physical changes. Some staff may request an initial instead of a full first name.

Individuals who identify as gender-fluid (see *Trans Guidance for the Policing Sector: Glossary of Terms*) may require two cards to reflect their gender on different days.

TEMPLATE EXAMPLES

Transitioning is a unique experience and every individual will want to do different things based on their own unique circumstances. A manager should avoid making assumptions about how an employee will transition. The following templates are examples of plans and what they could include. Note: these plans don't necessarily constitute an exhaustive list of all considerations that may need to be made.

TO DO	YES NO N/A
Read the force's policy on transitioning at work	
Make a list of all records to be changed and who's accountable for them	
Direct the employee to support systems available inside or outside the force	
Agree any workplace adjustments or redeployment options	
Discuss potential timelines such as name changes on the systems, when to inform colleagues	
Discuss preferred titles and pronouns	
Agree if, when and how the individual would like to inform colleagues	
Consider occupational health referral to discuss medication or surgery and adjustments required	
Consider discussion with conflict trainer on different search and conflict resolution techniques, given changes in strength and gender of those being searched	
Discuss with the individual if the force has used details about them or pictures of them in social media previously and if/how they want these removed e.g. press releases, publicity posters etc.	
Discuss with individuals the force searching policy and any potential issues and possible resolutions to deal with any challenging scenarios.	

TO UPDATE	WHO'S RESPONSIBLE?	WHEN?	DATE COMPLETED
Email address			
Name badge			
Business cards			
Warrant card(s)			
IT systems			
HR systems			
Federation/Union membership			
Pensions scheme			
Uniform store data			
Certificates/awards			
Permits			
NCALT			
Airwave			
Mobile Data Terminal			
Biometric data: DNA/Fingerprints			

MEDICAL APPOINTMENTS AND ABSENCES

(record these separately from sickness)

REASON	DATE

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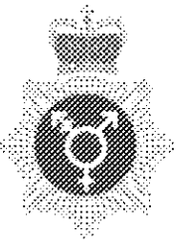

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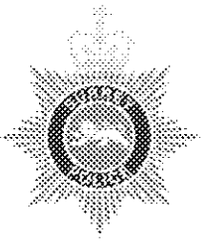

TRANS GUIDANCE FOR THE POLICING SECTOR

AN OVERVIEW

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TRANS GUIDANCE FOR THE POLICING SECTOR

GUIDANCE FOR THE MANAGER

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GUIDANCE FOR THE MANAGER

As a manager it's incumbent on each of us to ensure we know our staff and know what we can do to get the best out of them. It's critical that we have a diverse and inclusive workforce as it's the only way that we'll deliver the best service to our communities and it will give us a much better understanding of them.

I have always said that to support people we need to have conversations – make time to talk – but when talking about gender identity, people will often say 'I don't know what to say'. This guidance is designed to help managers to start and continue those conversations, to get to know their staff and to understand what they need to do as managers to support their trans staff. The conversation is the starting point – making sure it's appropriate, supportive and considerate. If you're ever not sure, just remember #maylask.

ACC Julie Cooke

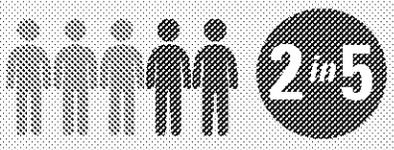
INTRODUCTION

The aim of this document is to provide managers with the tools to have conversations about gender identity in the workplace and to feel equipped with knowledge of what to do when a staff member informs you they are going to transition.

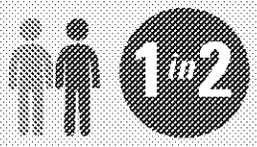
As a manager, your role is to ensure a positive experience for the trans individual and create an inclusive working environment. You must ensure trans people feel welcome and are motivated to perform at their best. To quote Sir Robert Peel, 'the police are the people and the people are the police'.

For most people, their innate sense of being male or female, their gender identity, matches the sex they were assigned at birth and sits comfortably with it. However, for a small number of people their gender identity doesn't match the sex they were assigned at birth. Some will undergo the process of aligning their life and physical identity to match their gender identity. This is known as transitioning. However, some will not. Others may identity as neither male nor female, which may be known as being non-binary. No trans person's journey will be the same as another's, and it's important to recognise these differences.

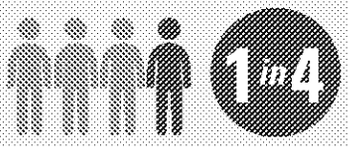
As part of the process of aligning their life and physical identity to match their gender identity, some trans people may choose to take hormones and have surgery. However, medical intervention isn't part of every trans individual's journey.



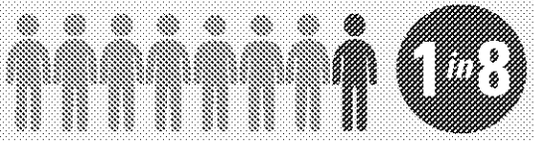
Trans people have experienced a hate crime or incident because of their gender identity in the last 12 months



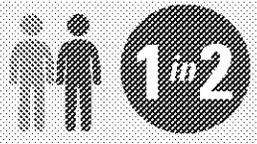
Trans individuals avoid certain bars and restaurants due to fear of discrimination (51 per cent)



Trans people (25 per cent) contacting emergency services in the last year were discriminated against because of their gender identity



Trans employees (12 per cent) have been physically attacked by a colleague or customer in the last year



Trans people (51 per cent) have hidden their identity at work for fear of discrimination

(source: Stonewall's LGBT in Britain report 2017)

WHAT DO I SAY TO THE PERSON INFORMING ME THEY ARE GOING TO TRANSITION?

A member of your team speaking to you about their gender identity is a huge step for the individual and your initial response is extremely important. You don't have to know everything, but you need to listen, be supportive and reassure the individual that all information disclosed shall remain strictly confidential.

Understand that every trans individual's experience is different and no journey will be the same, so work collaboratively to create a plan specific to them and their needs. Agree with them which steps need to be taken before, during and after their transition. For an example of what this may look like please refer to the section entitled Template Examples in the *Trans Guidance for the Policing Sector, Overview* document.

'It's a marathon, not a sprint.'
— Sgt., Response Team

WHAT DO I NEED TO THINK ABOUT?

- The location of your initial meeting: find somewhere private where you won't be disturbed
- Planning for your first meeting: read the documents and policies available to you
- Does the employee need time off for treatment?
- If, when and how does the individual want to inform colleagues?
- Which practical things need to be changed and who is accountable for these? For example, IT systems and warrant cards
- What options are there for redeployment if the individual should wish to do so, ensuring that their career progression is minimally affected, if at all? For example, with fitness tests or personal safety qualifications
- What training might be useful for you and your team?
- Keeping a signed record of everything agreed between you and the individual
- Have any of their details or pictures been previously used on the force social media?
- Have their pictures previously been used on the force social media, website or printed literature?

FACILITIES

These may include showers, toilets and locker rooms.

Individuals will likely use the facilities that align with their gender identity. At different points in their transition, they may however choose to use gender neutral facilities or accessible facilities if gender neutral ones are unavailable.

Think about which facilities you may need to be sure they are available for the individual in different situations, for example, shared accommodation, external courses and showers after physical activities. Ideally, there should be options in all circumstances to ensure the comfort and privacy of the individual.

'There was a general lack of awareness among the policing family as to what transgender meant exactly.'
– PC, Response Team

WHAT LANGUAGE SHOULD I USE?

Please see *Trans Guidance for the Policing Sector: Glossary of Terms,* to better understand language.

Ask the individual which pronouns and name they would like to use at each stage of their transition.

Think about whether the police usage of 'Sir' and 'Ma'am' is appropriate for the individual. Ask them how they would like to be addressed. Could you implement a change whereby people are referred to by their rank?

'I really struggled with being constantly referred to as my former gender on the radio for all to hear. Use of language such as 'she' instead of 'he' and 'her' instead of 'him'. This left me feeling embarrassed and uncomfortable and continued for two years following transition.'
– PC, Response Team

WHAT IF I DON'T KNOW THE ANSWER?

Don't worry. Listen, be honest, provide reassurance and find the answer after the meeting. Tell the individual when you will get back to them and agree by what method this will be done.

Use the support services available to you for advice. However, be mindful of confidentiality and the danger of accidentally disclosing details of the individual concerned when asking for help. Always ensure you gain the individual's written permission before speaking about their gender identity with a third party.

WHAT DO I NEED TO THINK ABOUT AFTERWARDS?

As with any prolonged time off, the frequency and method of keeping in touch should be agreed with the individual. Certain events may cause anxiety, such as the first day back at work, changes to their role, or using different facilities, and discussions should be had to ensure that the individual feels safe, supported and comfortable returning to work.

Offering to crew the individual with a trusted colleague and providing training in different search or conflict techniques may help alleviate some of the concerns.

CONFIDENTIALITY

Where an employee reveals information about their gender identity, the recipient of such information must keep it confidential and must not disclose it to a third party without that individual's consent. This includes information provided to the line manager when the employee is transitioning. Disclosure of this information would constitute harassment and in some cases legal action could be taken.

Additionally, the employer must not disclose information relating to an employee's gender identity to another employer, for example when responding to a reference request, and all documents relating to the individual must be securely stored.

WHERE CAN I FIND SUPPORT?

- Take advice from your Diversity and Inclusion team and/or HR
- Speak to one of the organisations listed at the end of this guidance
- Deputy Chief Constable (DCC) or equivalent rank is the named nominated trans lead in every force

Remember: you can't identify an individual as trans to a third party without that individual's prior permission. Ensure you have this permission in writing before doing so.

Please see Further Information and Support in *Trans Guidance for the Policing Sector: Guidance for the Individual.*

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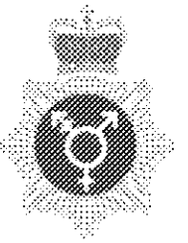

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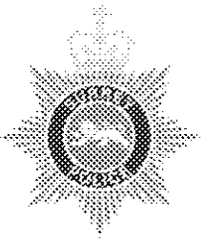

TRANS GUIDANCE FOR THE POLICING SECTOR

GUIDANCE FOR THE MANAGER

Written by:
[redacted] Office Group Manager, Stonewall
Chrissie Blackburn, Detective Superintendent, Surrey Police

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Stonewall
Acceptance without exception

TRANS GUIDANCE FOR THE POLICING SECTOR

AN OVERVIEW

Stonewall

Acceptance without exception

AN OVERVIEW

We know that the process of transitioning can be extremely challenging for the individual and managers or colleagues alike. It's generally unfamiliar ground for people and the aim of this guidance is to try to give as much help and support as possible. This guidance has been created by pulling together current guidance across the country, looking at real case studies and working closely with Stonewall. We would like to see some consistency across forces, given that we know policing can be viewed very differently to other occupations and, at this point in time, this guidance contains the most up to date support available.

All forces need to understand the business sense for valuing all staff and being inclusive; individuals need to feel recognised and supported and will contribute greater things if they truly feel valued. This guidance will help forces to ensure they are providing the right support for trans colleagues and my plea is that all forces will use this as a resource.

ACC Julie Cooke

INTRODUCTION

For most people, their innate sense of being male or female, their gender identity, matches the sex they were assigned at birth and sits comfortably with them. However, for a small number of people their gender identity doesn't match the sex they were assigned at birth. Some will undergo the process of aligning their life and physical identity to match their gender identity. This is known as transitioning. However, some will not. Others may identity as neither male nor female, which may be known as being non-binary. No trans person's journey will be the same as another's, and it's important to recognise these differences.

As part of the process of aligning their life and physical identity to match their gender identity, some trans people may choose to take hormones and have surgery. However, medical intervention isn't part of every trans individual's journey. For example, individuals may change gender markers on identification documents without any medical intervention.

CONFIDENTIALITY

Disclosure of gender identity isn't a requirement of employment. Some individuals may wish to keep their gender identity private, some may choose to discuss it with select colleagues in confidence, others may be more open about it.

Where an employee reveals information about their gender identity, the recipient of such information must keep it confidential and must not disclose it to a third party without that individual's consent. This includes information provided to the line manager when the employee is transitioning. Unwarranted disclosure of this information would constitute harassment, could be a disciplinary offence and in some cases legal action could be taken.

Additionally, the employer must not disclose information relating to an employee's gender identity to another employer, for example when responding to a reference request.

Police forces should also ensure that employee records are changed where appropriate.

DEMONSTRATING YOUR FORCE'S COMMITMENT TO TRANS INCLUSION

POLICIES

These should contain an explicit commitment to gender identity and expression equality. They should set out what constitutes unacceptable behaviour and state that the organisation has a zero-tolerance approach towards discrimination and harassment based on gender identity. They should specify how any instances of this will be dealt with and refer to the employer's grievance and disciplinary procedures. Details of external sources of advice and support for employees should also be included.

STRATEGY

Support for trans staff should be embedded into your overall Equality, Diversity & Human Rights (EDHR) strategy.

TRAINING

Training all staff on trans identities and inequalities will raise awareness in your force. Your HR team, diversity directorate or staff LGBT+ network will be able to provide you with advice and guidance on this.

VISIBLE COMMITMENT INTERNALLY AND EXTERNALLY

This demonstrates to current trans staff and potential trans staff that you'll support them and value their contribution to your work. For example, include a clear statement of inclusivity and details of your trans policies on your website, communicate inclusive messages across social media channels and on your intranet.

LANGUAGE

Language relating to gender and identity is nuanced, contextual and complex. The language in this document may be reviewed in future to ensure it reflects best practice. For the purpose of clarity, within this document we use the term 'trans' in its most encompassing form to include any person whose gender identity and/or gender expression doesn't conform to conventional ideas of male or female gender, or the sex they were assigned at birth. This includes all binary and non-binary gender identities, as well as those who have an absence of gender identity (for example: agender people).

THE LAW

Current legislation allows trans individuals to amend the gender on their birth certificate (Gender Recognition Act, 2004) and protects those who are planning to undergo, are undergoing or have undergone gender reassignment from discrimination, harassment and victimisation (Equality Act 2010).

Currently there's a lack of clarity around non-binary identities within the current legal framework. Best practice is to ensure that all individuals, including non-binary staff, are treated with respect and aren't discriminated against or harassed.

Police force policies and codes of ethics state that forces extend all protections to everyone under the trans umbrella.

- **Individuals can transition without gaining a Gender Recognition Certificate (GRC) and the majority of trans people don't have or want a GRC.**
- **There's no requirement, legal or otherwise, for trans individuals to inform their employer of their trans history.**

THINGS TO CONSIDER

ADDRESSING INDIVIDUALS

Within the police service Sir and Ma'am are used to differing degrees and if you are unsure how to address someone on this basis, you can consider using someone's rank instead. It is generally good practice in any situation to ask individuals how they would like to be addressed. This might be particularly relevant for those that identify as non-binary, or in the case of police staff where it isn't as straight forward as referring to someone by their rank.

COMMUNICATING WITH THE MEDIA

Given the media interest in the police service, it's possible that forces will be asked about their trans employees by the press or even by the public via social media. Any response mentioning a particular employee should only be provided with the consent of the individual, should be led by the individual in partnership with the relevant Corporate Communications Department, and should reaffirm the force's commitment to equal opportunities and supporting its employees.

It is advisable that your force create a media/communications strategy, in-line with policy, potentially with input from the LGBT+ network, to facilitate any responses to media enquiries.

FACILITIES

Individuals will likely use the facilities that align with their gender identity. At different points in their journey, they may however choose to use gender neutral facilities or the accessible facilities if gender neutral ones are unavailable.

It's important to make sure that appropriate facilities are made available for all individuals, respecting a person's right to use the facilities most comfortable for them. This includes toilets, showers and locker rooms. Available facilities should ideally always include male, female and gender neutral options. Private rather than communal facilities should also be made available if needed.

These considerations should be made internally and for shared accommodation, as well as for external courses and showering after physical activity.

New builds should have these options included as part of their planning. In older buildings, cubicles and non-communal facilities should be built in, in line with best practice.

INFORMING COLLEAGUES

The individual transitioning and the employer should agree if and what information needs to be conveyed to work colleagues.

Each individual's circumstances will differ and the employer should respect their decision with regards to informing others. For example, some employees may wish to inform colleagues about their transition personally, some may wish for their employer to inform colleagues on their behalf and others may not want to inform anyone.

There are a number of different ways to inform colleagues. Examples include by email, in a team meeting or during a casual coffee with individuals. These communications will need to address practical issues, particularly regarding how the individual would like to be addressed (for example: name and pronoun).

IT SYSTEMS AND RECORDS

Personal records for individuals who transition shouldn't refer to a previous name and records made prior to their name change should be updated. One option is to mark the individual down as having left the force and create a fresh record with their new details.

Some records (such as pension and security vetting) will often need to reflect the sex stated on the individual's birth certificate. If the individual hasn't obtained a Gender Recognition Certificate to amend their birth certificate, it will usually state the sex they were assigned at birth due to current HMRC legislation.

Access to these records and any other details associated with the employee's trans status (such as records of absence for associated medical treatment) must be restricted to staff who need to know. These staff may include those directly involved with supporting the individual or involved with the administrative process, but shouldn't be available to a wider HR team.

REDEPLOYMENT

Transitioning individuals may wish to change post or location either temporarily or permanently. The line manager should consult with the individual and take care not to make assumptions about what they may want or pressure them into changing their role.

The individual's decision may be based on factors including:

- Duties that are difficult to undertake during medical treatment
- Questions from the public
- Physical limitations and potential workplace adjustments
- The impact of specific clothing changes, such as wigs or binders (see **Uniform** for further information)

SHOULDER NUMBERS

Some individuals may want to keep their shoulder number and some may wish to change it. The force's policy on this should be flexible where possible, particularly in forces where shoulder numbers are gender specific. Any decision to change shoulder number should be led by the individual, but keep in mind issues that can arise when a new number doesn't match the length of service or when a number is recycled.

SOCIAL MEDIA

Consider whether the individuals' details or photographs have been previously used in any police social media such as on Twitter, Facebook, SnapChat and Instagram. Or in other communications such as press releases or on the intranet. Discuss with the individual what they'd like to be done with these. It's recommended that the individual also consider their own social media and online footprint.

SPEAKING IN COURT

Consider how to manage court appearances and giving evidence. For example, an employee may have written a statement of evidence prior to their transition, then be required to give evidence after their transition. Situations such as this should be appropriately risk assessed and discussed with the individual and the Crown Prosecution Service.

SEARCHING

The law states that chief officers are responsible for providing corresponding operational guidance and instructions for the deployment of trans officers and staff under their direction and control in relation to duties which involve carrying out, or being present at, any of the searches and procedures described in Code A and Code C of PACE. The guidance and instructions must comply with the Equality Act 2010 and should therefore complement the approaches in Annex F, Code A and Annex L, Code C of PACE.

Guidelines are currently being reviewed at a national level in relation to both strip and stop searches and this document will be updated in line with any decisions made.

TIME OFF FOR TREATMENT

The length of time people take to complete their transition will depend on individual circumstances, including possible medical treatment and what this may entail.

Government guidance states employers should record time off for transition separately from sickness absence. Additionally, the Equality Act 2010 states that time off for transition shouldn't be used for absence management purposes. Some employers create a separate transitioning absence process, where all leave for transitioning is treated as special leave.

UNIFORM

As long as what an individual wears complies with regulations, uniform policies should be flexible. Staff should be able to dress in the uniform in which they feel most comfortable, regardless of gender. For operational or comfort reasons, it's best practice to allow individuals to wear variations of the regulation uniform.

It's also important to consider the impact that other aspects of transitioning may have on an individual's role and may inadvertently affect an officer's ability to train or shower in certain environments. For example, consider providing alternative fitness sessions where necessary and possible.

At the early stages of transitioning, some regulations around hair length and shaving may need to be discussed and flexibility given to the individual concerned. Staff may request different uniform due to changes in body shape, or they may wish to cover up hair loss or growth and request long-sleeved tops.

'I had laser hair removal on my arms leaving bald patches, which I had to cover up with long-sleeved shirts prior to transitioning.'
– Sgt., Neighbourhoods

WARRANT CARD AND STAFF IDENTITY CARD

Individuals who transition are likely to want their warrant and staff identity cards updated.

Ensure the force's policy on updating these cards is flexible, as the individual transitioning may need to update these more than once to reflect physical changes. Some staff may request an initial instead of a full first name.

Individuals who identify as gender-fluid (see *Trans Guidance for the Policing Sector: Glossary of Terms*) may require two cards to reflect their gender on different days.

TEMPLATE EXAMPLES

Transitioning is a unique experience and every individual will want to do different things based on their own unique circumstances. A manager should avoid making assumptions about how an employee will transition. The following templates are examples of plans and what they could include. Note: these plans don't necessarily constitute an exhaustive list of all considerations that may need to be made.

TO DO	YES NO N/A
Read the force's policy on transitioning at work	
Make a list of all records to be changed and who's accountable for them	
Direct the employee to support systems available inside or outside the force	
Agree any workplace adjustments or redeployment options	
Discuss potential timelines such as name changes on the systems, when to inform colleagues	
Discuss preferred titles and pronouns	
Agree if, when and how the individual would like to inform colleagues	
Consider occupational health referral to discuss medication or surgery and adjustments required	
Consider discussion with conflict trainer on different search and conflict resolution techniques, given changes in strength and gender of those being searched	
Discuss with the individual if the force has used details about them or pictures of them in social media previously and if/how they want these removed e.g. press releases, publicity posters etc.	
Discuss with individuals the force searching policy and any potential issues and possible resolutions to deal with any challenging scenarios.	

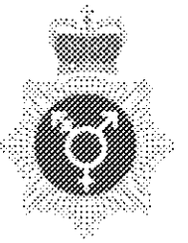
TO UPDATE	WHO'S RESPONSIBLE?	WHEN?	DATE COMPLETED
Email address			
Name badge			
Business cards			
Warrant card(s)			
IT systems			
HR systems			
Federation/Union membership			
Pensions scheme			
Uniform store data			
Certificates/awards			
Permits			
NCALT			
Airwave			
Mobile Data Terminal			
Biometric data: DNA/Fingerprints			

MEDICAL APPOINTMENTS AND ABSENCES

(record these separately from sickness)

REASON	DATE

IN PARTNERSHIP WITH:



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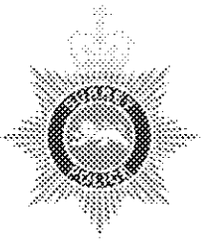

TRANS GUIDANCE FOR THE POLICING SECTOR

AN OVERVIEW

Written by:
[redacted] Senior Group Manager, Stonewall
Marian Blackburn, Detective Superintendent, Surrey Police

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www.stonewall.org.uk
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Consider whether the individuals' details or photographs have been previously used in any police social media such as on Twitter, Facebook, SnapChat and Instagram. Or in other communications such as press releases or on the intranet. Discuss with the individual what they'd like to be done with these. It's recommended that the individual also consider their own social media and online footprint.

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Consider discussion with conflict trainer on different search and conflict resolution techniques, given changes in strength and gender of those being searched	
Discuss with the individual if the force has used details about them or pictures of them in social media previously and if/how they want these removed e.g. press releases, publicity posters etc.	
Discuss with individuals the force searching policy and any potential issues and possible resolutions to deal with any challenging scenarios.	

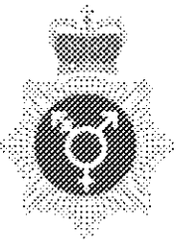
TO UPDATE	WHO'S RESPONSIBLE?	WHEN?	DATE COMPLETED
Email address			
Name badge			
Business cards			
Warrant card(s)			
IT systems			
HR systems			
Federation/Union membership			
Pensions scheme			
Uniform store data			
Certificates/awards			
Permits			
NCALT			
Airwave			
Mobile Data Terminal			
Biometric data: DNA/Fingerprints			

MEDICAL APPOINTMENTS AND ABSENCES

(record these separately from sickness)

REASON	DATE

IN PARTNERSHIP WITH:



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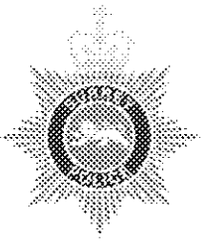

TRANS GUIDANCE FOR THE POLICING SECTOR

AN OVERVIEW

Written by:
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Simon Maskell, Detective Superintendent, Surrey Police

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Acceptance without exception

The Hate and Signal Crime Role

If you report a homophobic incident the Neighbourhood Policing Team Officer will carry out the Hate and Signal Crime role and will contact you, (unless you indicate that you do not want them to) and provide information about the incident and any developments in the investigation. They will also provide information on crime prevention, police powers and procedures and appropriate support groups.

The officer can be spoken to in confidence, offer a sympathetic service and respond appropriately to the individual needs of the victim.

Information including contact details for Neighbourhood Policing Team Officers in your district and confidential online reporting at

www.psni.police.uk

CALL THE POLICE 101

NON EMERGENCY 24 HOURS CALL 999

Protecting Your Rights

If you have been the victim of a homophobic incident contact the police, and some of the organisations listed who may be able to help you.

Northern Ireland Gay Rights Association
028 90 665257 / 028 90 664111

Cara-Friend/GLYNI (Men Women Youth)
028 90 890202 www.Cara-Friend.org.uk

Rainbow Project
Belfast-028 90 319030 Foyle-028 71 283030
www.rainbow-project.org

Here NI (A place for lesbian and bisexual women)
028 90 249452 www.hereni.org

Lesbian Line
028 90 238668 www.lesbianlinebelfast.org.uk

Samaritans
0845 790 9090 www.samaritans.org.uk

Victim Support
028 90 244 039 www.victimsupport.org.uk

Equality Commission for Northern Ireland
028 90 500 600 www.equalityni.org

Northern Ireland Human Rights Commission
028 90 243987 www.nihrc.org

Crimestoppers
0800 555 111 www.crimestoppers-uk.org

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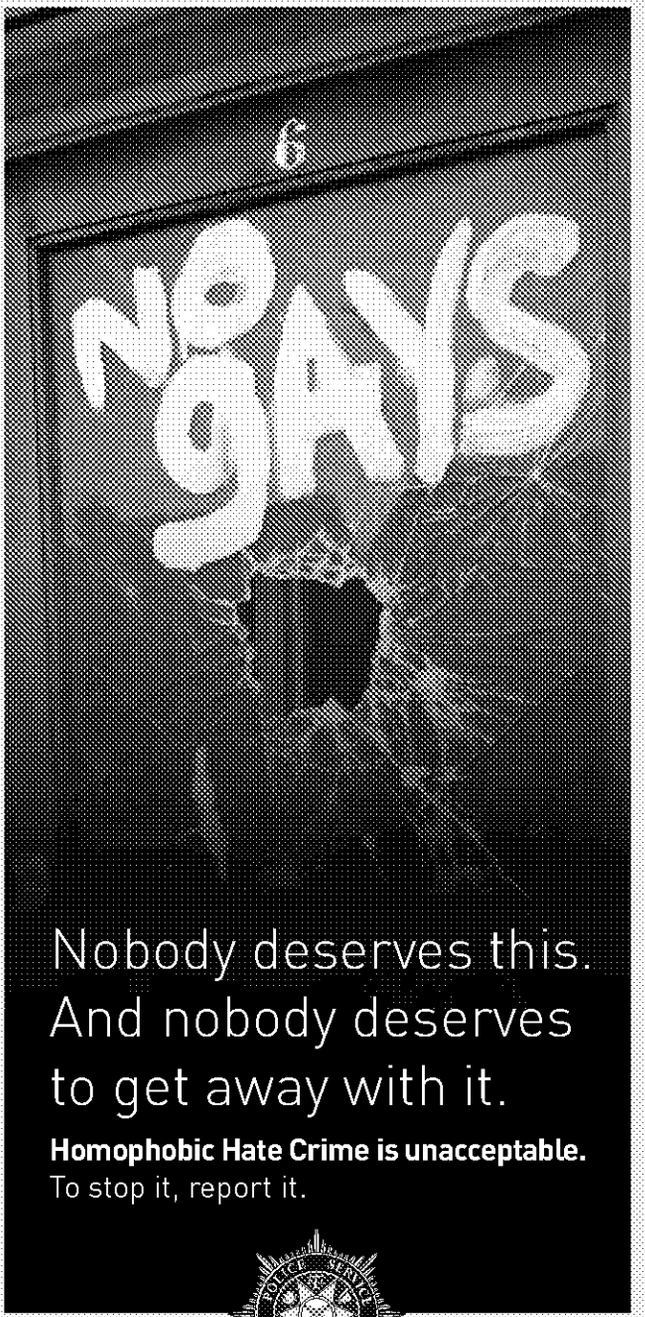

Nobody deserves this.
And nobody deserves to get away with it.

Homophobic Hate Crime is unacceptable.
To stop it, report it.

Keeping People Safe

The Police Service of Northern Ireland has appointed Neighbourhood Policing Team Officers who will fulfil the hate and signal crime role, in every police district. These officers have been specially trained to support victims of homophobic incidents.

The officer/s carrying out the hate and signal crime role have an additional responsibility to engage with individuals and groups who work to support and assist victims of homophobic incidents.

What is a Homophobic Incident?

The Police Service of Northern Ireland define a homophobic incident as

Any incident which is perceived to be homophobic by the victim or any other person

Homophobic incidents may take many different forms, for example

Assaults, damage to your home or other property, verbal abuse or hate mail.

The police recognise the impact that even minor homophobic incidents have on the victim and wider community. We will, therefore, respond to all incidents reported to us, whether or not they amount to a crime.

If you are the victim of a homophobic incident the police will investigate it in a professional and sensitive manner.

This leaflet tells you what to do, and who can help.

Protecting Your Rights

What should you do if you have been the victim of a Homophobic Incident?

If you have been abused, threatened or assaulted in any way, contact the police in the normal manner and an officer will be appointed to investigate the case.

If you feel under immediate threat Call 999

If you do not require an immediate police response you should contact the police on the non-emergency number **101** and ask for the police station of the area where the incident occurred. An officer from that area will be appointed to investigate the incident.

The police recognise that some people, for whatever reason, may be reluctant to report this type of incident to them.

If the police are to prevent homophobic incidents and make those responsible accountable to the law, incidents must be reported. Even if you do not wish the police to investigate the incident, **it is important to report it for information to have the incident recorded.**

If applicable, the police can arrange for an interpreter to assist you.

If you do not wish to contact the police directly, you may do so through a third party or report on line via the Police Service of Northern Ireland website or any one of the organisations listed at the back of this leaflet.

What will the Police do?

The Police Service of Northern Ireland has a clear policy in respect of the investigation of these incidents. If you report at a police station, a room will be made available where you can discuss the matter in private.

A Police Officer will be appointed to carry out an investigation and you will be updated on the progress of the investigation in accordance with the instruction of the Chief Constable. You should note the Police Officer's name and station, date and incident number for further reference.

The local Neighbourhood Policing Team Officer carrying out the hate and signal crime role will be informed and unless you indicate otherwise, this Officer will contact you to offer advice and support. The police will deal with your complaint in a professional, confidential and sensitive manner.

The Neighbourhood Policing Team can be contacted at

Incidents and Crimes with a Hate Motivation Recorded by the Police in Northern Ireland

Update to 31 March 2019

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Web PSNI Statistics

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s.F31(1)
s.F31(1)(a)
s.F31(1)(b)

In the 12 months from 1st April 2018 to 31st March 2019:

- There were 99 more racist incidents and 93 more racist crimes recorded when compared with the previous 12 months.
- Increases were also seen in levels of homophobic incidents (14) and homophobic crimes (38).
- The number of sectarian incidents fell by 14 while the number of sectarian crimes increased by 46. The level of sectarian incidents is the lowest of any financial year since the start of the data series in 2005/06 while the level of sectarian crimes is the second lowest.
- Faith/religion incidents saw the largest falls across the hate motivation strands with 34 fewer incidents and 17 fewer crimes.
- Disability incidents showed little change with one fewer incident and 5 more crimes.
- Lower levels were seen in transphobic incidents and crimes, both of which fell by 5.

Northern Ireland
Statistics and Research Agency

Keeping People Safe

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We welcome comment and feedback on these statistics. If you would like to forward your views, receive notification of new publications or be kept informed of developments relating to PSNI statistics, please email your contact details using the email address provided on the cover page.

1. Things you need to know about this release

Coverage

This release is produced in accordance with the pillars and principles set out in the Code of Practice for Statistics.

The Police Service of Northern Ireland (PSNI) publishes figures on the levels and trends in police recorded incidents and crimes with a hate motivation. As these figures only relate to those hate motivated incidents reported to the police, they only provide an indication of the true extent of hate motivations. The statistics are collated and produced by statisticians seconded to the Police Service of Northern Ireland (PSNI) from the Northern Ireland Statistics and Research Agency (NISRA). Collation of this data started in 2004/05.

This release presents statistics relating to hate motivated incidents and crimes recorded by the police to 31 March 2019 (financial year 2018/19). Revisions have been applied to figures recorded in previous financial years.

All tables and charts in the bulletin, along with supplementary data, are available from the PSNI website in the accompanying spreadsheet.

The next update covering the 12 months to 30 June 2019 will be published on 29 August 2019. A full publication schedule is available on the PSNI website.

What is a hate motivated incident or hate motivated crime as recorded by the police?

Hate crime is defined as any criminal offence which is perceived, by the victim or any other person, to be motivated by hostility or prejudice towards someone based on a personal characteristic. PSNI also use the principles of this definition to record non-crime hate incidents (see 'Hate Incident or Hate Crime' below).

Hate Incident or Hate Crime?

Police recorded crime data is a victim oriented approach to crime recording. A crime will be recorded as having a hate motivation where it meets the relevant definition provided above. Not all hate motivated incidents will result in the recording of a crime, as what has occurred in the incident may not be of the level of severity that would result in a crime being recorded. Where crimes with a hate abuse motivation are recorded, they are classified according to the Home Office Counting Rules and form a subset of the overall police recorded crime statistics.

Further details of the background and recording practice in relation to police recorded crime statistics are available in the User Guide to Police Recorded Crime Statistics. An explanation of what constitutes an incident and a crime is provided in Section 2.1 of this guide, while reference to hate motivated incidents and crimes is available in Section 6. These recording practices, methods of counting outcomes and allocation of crime types apply equally to crimes with a hate motivation.

The victim of the hate crime will be recorded as the person to whom the hostility or prejudice is displayed, even if they do not have the personal characteristic targeted but are connected to someone who has, for example a parent who is harassed because they have a child with a disability. In some cases the personal characteristic may be incorrectly perceived by the person displaying the hostility or prejudice.

Within PSNI there are six strands of hate motivation that are monitored; Race, Homophobia (sexual orientation), Sectarianism, Faith/religion (non-sectarian), Disability and Transphobia. The definition for each of these motivations is provided on the next page, while an explanation of the perception test is provided below.

The Perception Test

Evidence is not the test when reporting a hate incident; when an incident or crime has been reported to police by the victim or by any other person and they perceive it as being motivated by prejudice or hate, it will be recorded and investigated as a hate incident or crime. The perception of the victim, or any other person is the defining factor in determining whether an incident is a hate incident, or in recognising the hostility element of a hate crime. Perception-based recording refers to the perception of the victim, or any other person. It would not be appropriate to record a crime or incident as a hate crime or hate incident if it was based on the perception of a person or group who had no knowledge of the victim, crime or the area, and who may be responding to media or internet stories or who are reporting for a political or similar motive. The other person could, however, be one of a number of people, including: police officers or staff; witnesses; family members; civil society organisations who know details of the victim, the crime or hate crimes in the locality, such as a third-party reporting charity; a carer or other professional who supports the victim; someone who has knowledge of hate crime in the area – this could include many professionals and experts such as the manager of an education centre used by people with learning disabilities who regularly receives reports of abuse from students; a person from within the group targeted with the hostility, eg, a Traveller who witnessed racist damage in a local park.

Definitions

Race
A racial group can be defined as a group of persons defined by reference to race, colour, nationality or ethnic or national origins (this includes UK National origins i.e. Scottish, English, Welsh and Irish) and references to a person's racial group refer to any racial group into which he/she falls. Racial group includes the Irish Traveller community.

Homophobia (sexual orientation)
Homophobia can be defined as a fear or dislike directed towards lesbian, gay or bisexual people, or a fear or dislike directed towards their perceived lifestyle, culture or characteristics. Sexual orientation can be defined as an individual's preference for a particular sex (be it the opposite or the same), or an individual's view of their own sexuality.

Sectarianism
The term 'sectarian', whilst not clearly defined, is a term almost exclusively used in Northern Ireland to describe incidents of bigoted dislike or hatred of members of a different religious or political group. It is broadly accepted that within the Northern Ireland context an individual or group must be perceived to be Catholic or Protestant, Nationalist or Unionist, or Loyalist or Republican. However sectarianism can also relate to other religious denominations, for example, Sunni and Shi'ite in Islam.

Faith/Religion (non-sectarian)
A faith or religious group can be defined as a group of persons defined by reference to religious belief or lack of religious belief. This would include Christians, Muslims, Hindus, Sikhs and different sects within a religion. It also includes people who hold no religious belief at all.

Disability (or Disablist)
Any disability including physical or sensory disability, learning disability, long-term illness and mental health.

Transphobia
Includes people who are transsexual, transgender, transvestite and those who hold the gender recognition certificate under the Gender Recognition Act 2004.

Points to note in this bulletin

Revisions: Revisions to figures for previous financial years are applied on an annual basis.

Incidents and multiple motivations: A small number of incidents will have more than one type of hate motivation attributed to the incident. Due to this potential for double counting, the six hate motivation strands should not be added together and presented as overall hate incidents and crimes.

Crimes: As there may be more than one crime recorded within an individual incident, it is possible for the number of crimes with a particular hate motivation to be higher than the number of incidents with that motivation.

Incidents and Crimes: Hate-motivated crimes and hate-motivated incidents should not be added together as crimes for each motivation strand are included in the incident count for each hate motivation strand.

Malicious communications: Recording of this crime, which is classified to harassment (within violence against the person), started on 1st April 2017. This should be considered in relation to any changes in the overall violence against the person classification.

Disclosure control has been applied to some tables in line with the requirements of the Code of Practice for Official Statistics. Where this applies cells have been merged or suppressed in order to ensure the identity of individuals/organisations or any private information relating to them is not revealed. '*' indicates a cell has been suppressed.

2. Levels of hate motivated incidents and crimes – overall summary

In the 12 months from 1st April 2018 to 31st March 2019:

- The number of incidents recorded fell across four of the six hate motivations (sectarian, disability, faith/religion and transphobic) when compared with the previous 12 months.
- The number of crimes recorded increased across four motivations (racist, homophobic, sectarian and disability) when compared with the previous 12 months.
- Incidents and crimes with a faith/religion motivation showed the largest fall (34 incidents and 17 crimes).
- Incidents and crimes with a racist motivation showed the largest increase (99 incidents and 93 crimes).

Table 1 Overall summary of hate motivated incidents and crimes

Motivation	Total number of incidents recorded			Total number of crimes recorded		
	Apr'17 to Mar'18	Apr'18 to Mar'19	Change	Apr'17 to Mar'18	Apr'18 to Mar'19	change
Racist	1,025	1,124	99	609	702	93
Homophobic	267	281	14	163	201	38
Sectarian	879	865	-14	576	622	46
Disability	101	100	-1	48	53	5
Faith/Religion	90	56	-34	40	23	-17
Transphobic	38	33	-5	17	12	-5

The rest of this bulletin looks in more detail at racist, homophobic and sectarian motivations, with further tables on these strands of hate motivation available in the accompanying spreadsheet.

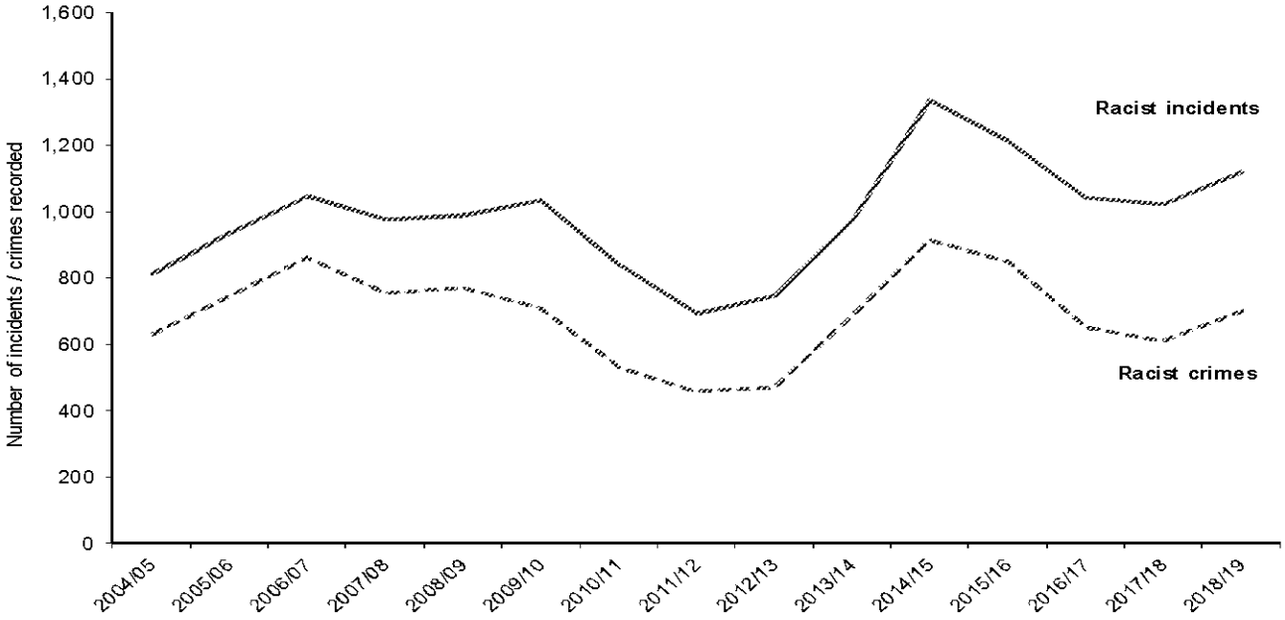
Additional figures on disability, faith/religion and transphobic motivations are available in the accompanying spreadsheet Table 1 and Table 21.

A more detailed analysis of all hate motivation strands is available through the publication Trends in Hate Motivated Incidents and Crimes Recorded by the Police in Northern Ireland 2004/05 to 2017/18.

3. What is happening to levels of racist incidents and crimes over the longer term?

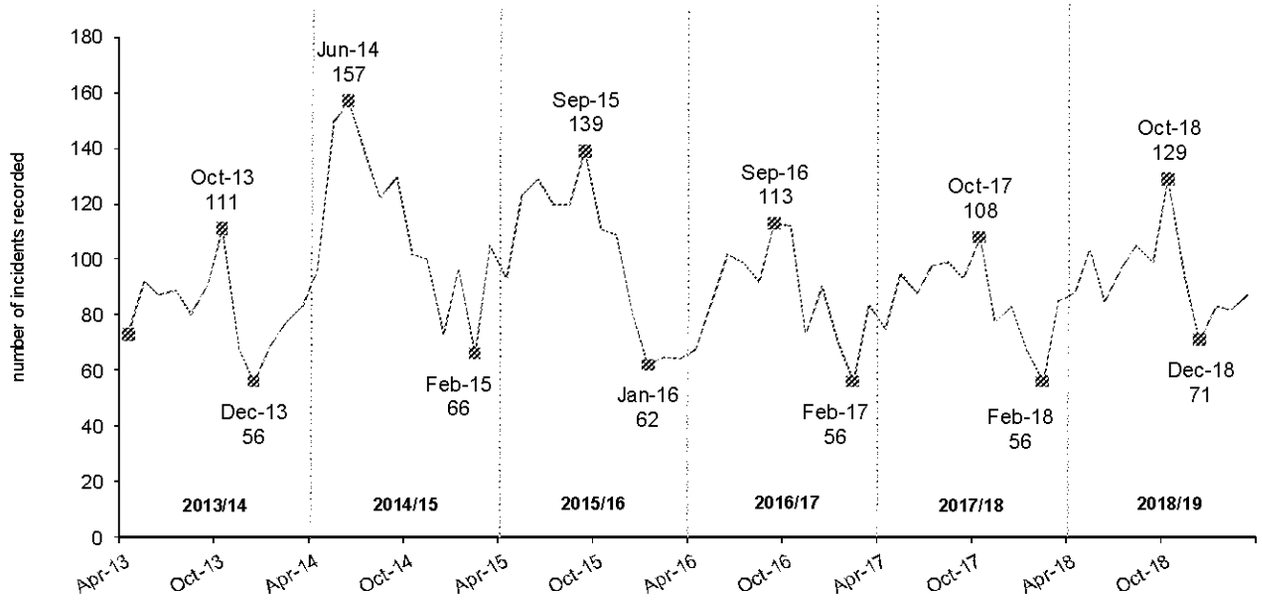
Following a decline in levels of racist incidents and crimes between 2009/10 and 2011/12 they increased each year between 2011/12 and 2014/15 (the highest recorded in the series). Levels fell again in each of the three years 2015/16 to 21017/18 before showing an increase in 2018/19. The number of incidents in 2018/19 is the third highest in the data series, while the number of crimes is the eighth highest.

Figure 1 Trends in racist incidents and crimes recorded by the police since 2004/05



Since 2013/14 racist incidents have tended to reach their highest levels around September or October each year, with the lowest levels recorded between December and March. An exception to this was the period covering May 2014 to June 2014. Figure 2 shows the pattern of racist incidents between April 2013 and March 2019.

Figure 2 Police recorded racist incidents each month April 2013 to March 2019, showing highest and lowest levels in each financial year

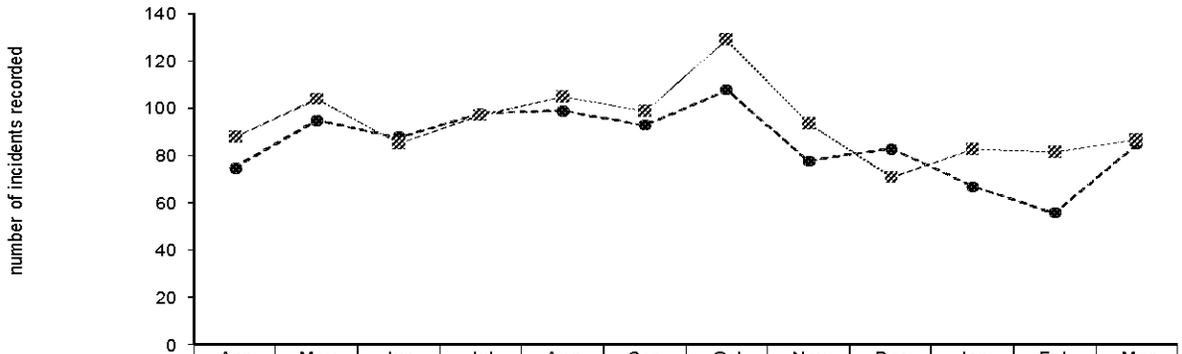


4. What has been happening to levels of racist incidents and crimes more recently?

In the 12 months from 1st April 2018 to 31st March 2019:

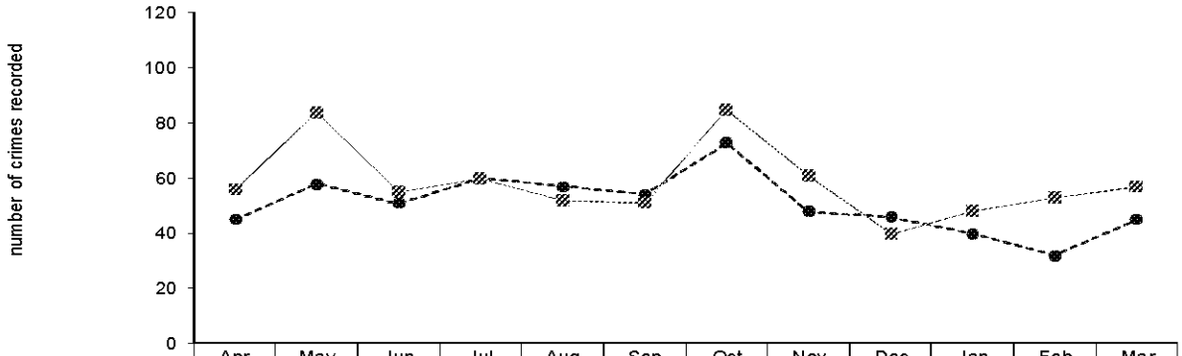
- There were higher levels of both racist incidents and crimes recorded when compared with the previous 12 months. [Table 2]
- There were 1,124 racist incidents recorded by the police in Northern Ireland, 99 higher than for the previous 12 months. [Table 2]
- The number of racist crimes recorded by the police was 702, an increase of 93 on the previous 12 months. [Table 2]
- There were 6 racist incidents and 4 racist crimes per 10,000 population[1], compared with 5 racist incidents and 3 racist crimes during the previous 12 months.
- Racist crimes represented 0.7% of all police recorded crime.
- There were increases across all the main crime classifications; violence against the person offences increased by 39, offences of theft, burglary and criminal damage increased by 49 and all other offences increased by 5. [Table 2]

Figure 3 Racist incidents recorded by the police April 2017 to March 2019



	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Apr'17 - Mar'18	75	95	88	98	99	93	108	78	83	67	56	85
Apr'18 - Mar'19	88	104	85	97	105	99	129	94	71	83	82	87

Figure 4 Racist crimes recorded by the police April 2017 to March 2019



	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Apr'17 - Mar'18	45	58	51	60	57	54	73	48	46	40	32	45
Apr'18 - Mar'19	56	84	55	60	52	51	85	61	40	48	53	57

[1] Crime per 10,000 population based on mid-year population estimate of 1,870,834 for 2017, the latest mid-year estimate available at time of compilation. Mid-year population estimates are available from the NISRA website.

Table 2 Racist incidents and crimes recorded by the police

		Apr'17 to Mar'18	Apr'18 to Mar'19	Numbers change
Incidents		**1,025**	**1,124**	**99**
Crimes	Violence against the person offences	301	340	39
	Theft (including burglary) & criminal damage	290	339	49
	All other offences	18	23	5
	Total crimes (racist motivation)	**609**	**702**	**93**

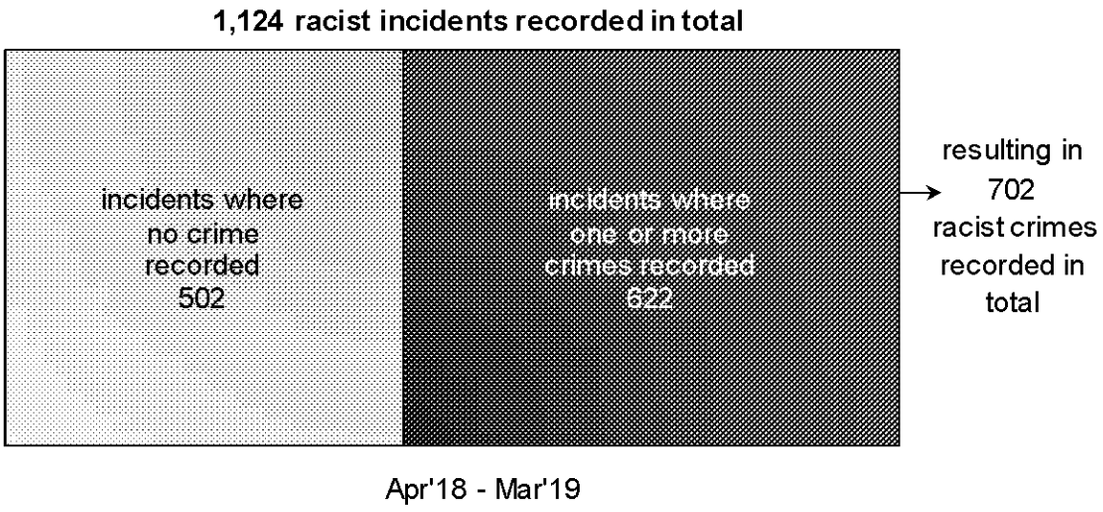
What is the difference between a racist incident and racist crime recorded by the police?

Not all racist incidents will result in the recording of a crime, as what has occurred in the incident may not be of the level of severity that would result in a racist crime being recorded. Some racist incidents will result in multiple crimes being recorded. **Racist crimes are included in the incident count and the two should not be added together.**

Figure 5 shows how racist incidents are broken down into those with and without crimes.

In the twelve months to 31 March 2019 there were 1,124 incidents recorded by the police where there was a racist motivation. Of these, there were 502 incidents which did not involve a crime (ie incidents where the circumstances did not amount to an offence being committed). The remaining 622 incidents involved one or more crimes (amounting to 702 racist crimes in total). Around two out of every five incidents recorded in this time period did not result in a crime being recorded.

Figure 5 Racist incidents and crimes



5. Racist incidents and crimes - what has been happening in policing districts?

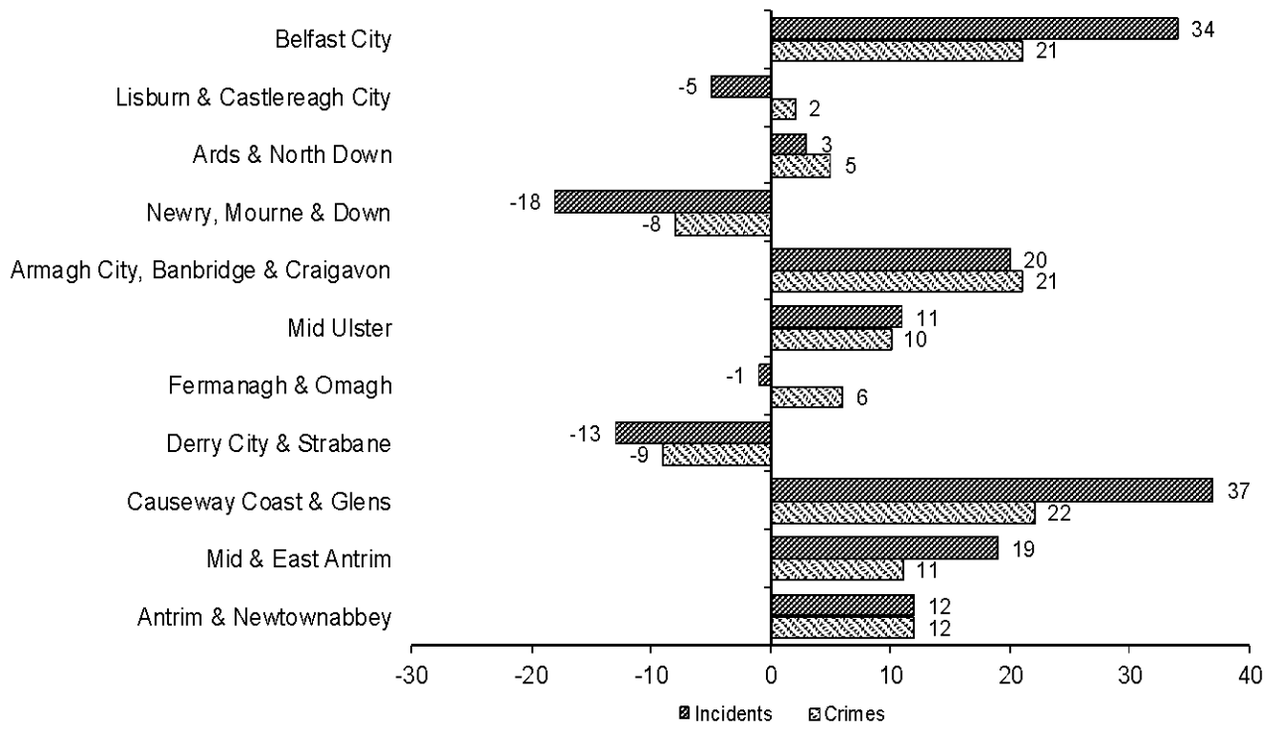
When comparing the current and previous 12 months, seven policing districts showed an increase in the number of racist incidents with nine showing an increase in the number of racist crimes. Belfast City policing district, which accounts for around two out of five racist incidents and crimes recorded in Northern Ireland, showed an increase of 34 incidents and 21 crimes. [Table 3]

Table 3 Racist incidents and crimes recorded by police, by policing district

Numbers

	Racist Incidents			Racist Crimes		
	Apr'17 to Mar'18	Apr'18 to Mar'19	change	Apr'17 to Mar'18	Apr'18 to Mar'19	change
Belfast City	448	482	34	261	282	21
Lisburn & Castlereagh City	50	45	-5	27	29	2
Ards & North Down	58	61	3	31	36	5
Newry, Mourne & Down	61	43	-18	37	29	-8
Armagh City, Banbridge & Craigavon	106	126	20	70	91	21
Mid Ulster	30	41	11	20	30	10
Fermanagh & Omagh	28	27	-1	10	16	6
Derry City & Strabane	73	60	-13	38	29	-9
Causeway Coast & Glens	32	69	37	13	35	22
Mid & East Antrim	86	105	19	71	82	11
Antrim & Newtownabbey	53	65	12	31	43	12
No Area Assigned	0	0	0	0	0	0
Northern Ireland	**1,025**	**1,124**	**99**	**609**	**702**	**93**

Figure 6 Change in police recorded racist incidents and crimes by policing district, 12 months to March 2019 compared with the previous 12 months



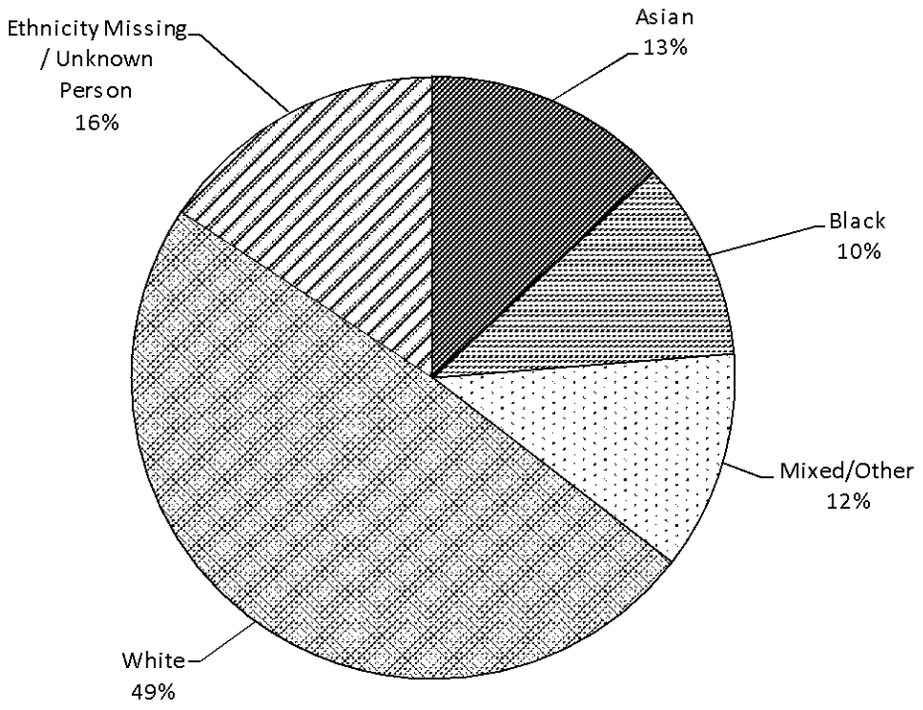
5. What are the ethnicities and nationalities of racist crime victims?

Ethnicity: Different ethnicity classifications have been used within the PSNI crime recording systems since 2007/08. Table 10 in the accompanying spreadsheet reflects racist crimes by the ethnicity of the victim grouped by Asian, Black, Mixed/Other and White ethnicities. The historic classifications that are no longer available for selection on the NICHE system are separately identified. These may still be identified in the data where the victim details were recorded while the historic classifications were in use.

Nationality: Table 11 in the accompanying spreadsheet shows the nationalities of victims of racist crime. These figures are based on nationality only and do not take into account the victim's ethnicity.

Ethnicity and Nationality combined: Not all victims of the same nationality have the same ethnicity. This is particularly evident for those victims of racist crimes who identify their nationality as UK and Ireland. Table 12 in the accompanying spreadsheet shows the most frequently recorded victim nationalities for each ethnicity. This makes it possible to see, for example, the number of victims with UK and Ireland nationality who have Asian, Black or White ethnicity. This can also be seen in relation to a number of other nationalities.

Figure 7 Ethnicity of victims of racist crimes, April 2018 to March 2019

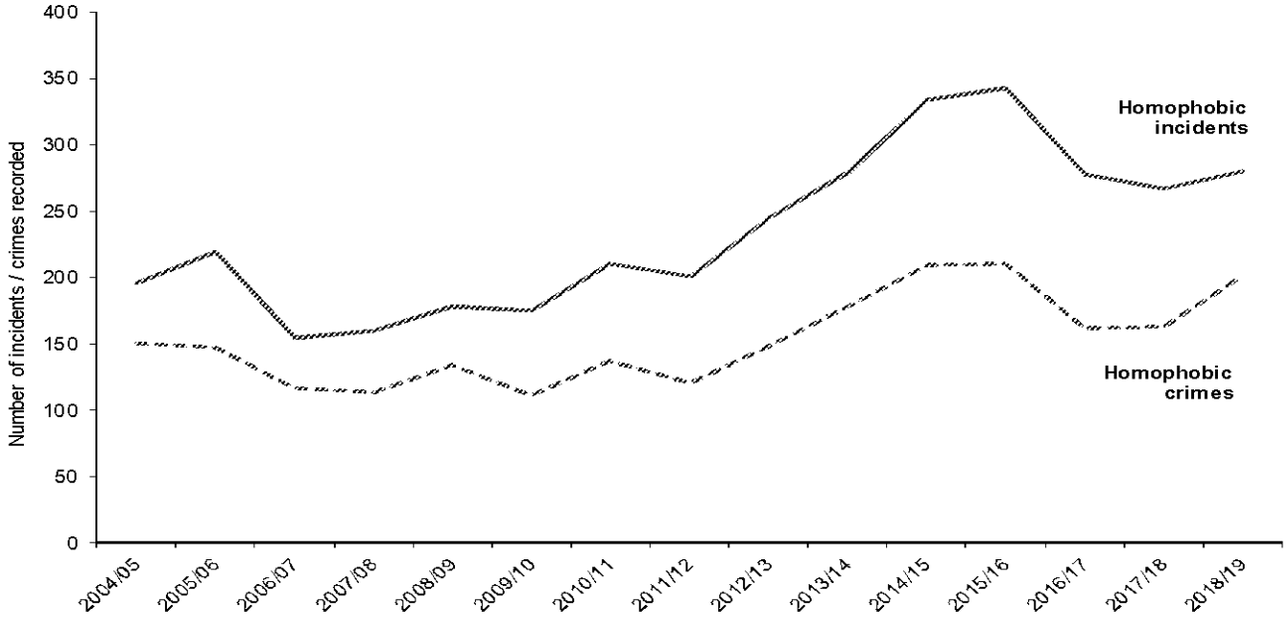


The ethnicity of victims of racist crimes is available in at least 84 per cent of records, while the nationality of victims is available in at least 83 per cent.

7. What is happening to levels of homophobic incidents and crimes over the longer term?

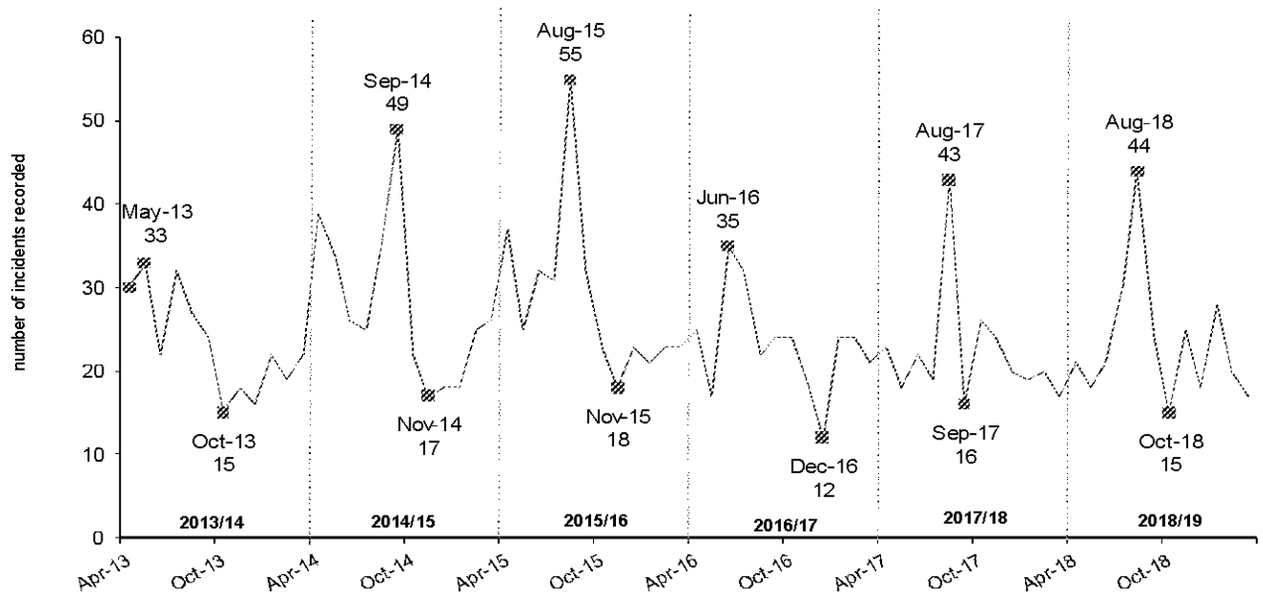
Homophobic motivated incidents and crimes have generally increased between 2006/07 and 2015/16 to reach the highest level recorded since the data series began in 2004/05. While there has been more fluctuation in crime levels, they increased year on year between 2011/12 and 2015/16 (the highest number of homophobic crimes recorded since the data series began). Since 2016/17 levels of both incidents and crimes have fallen to those previously seen in 2013/14 and 2014/15.

Figure 8 Trends in homophobic incidents and crimes recorded by the police since 2004/05



Homophobic incidents tend to reach a peak between May and September while the lowest levels tend to be seen between September and December. Figure 9 shows the pattern of homophobic incidents between April 2013 and March 2019.

Figure 9 Police recorded homophobic incidents each month April 2013 to March 2019, showing highest and lowest levels in each financial year

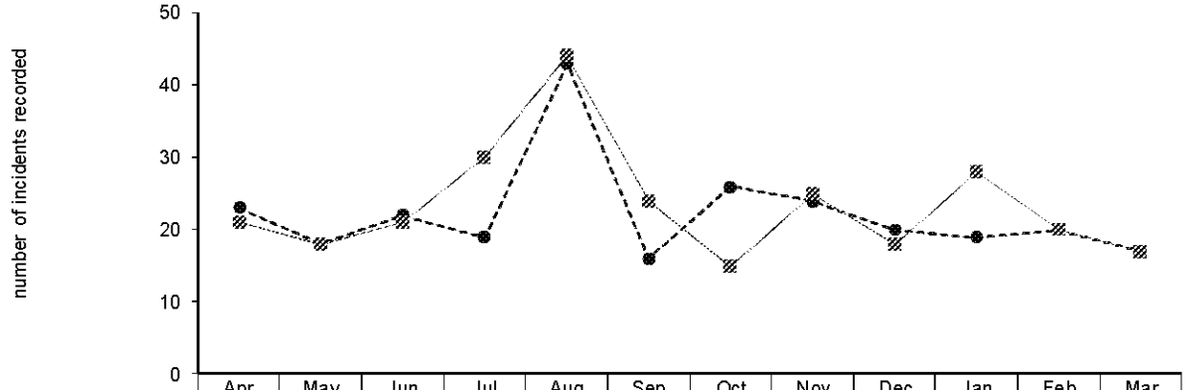


3. What has been happening to levels of homophobic incidents and crimes more recently?

In the 12 months from 1st April 2018 to 31st March 2019:

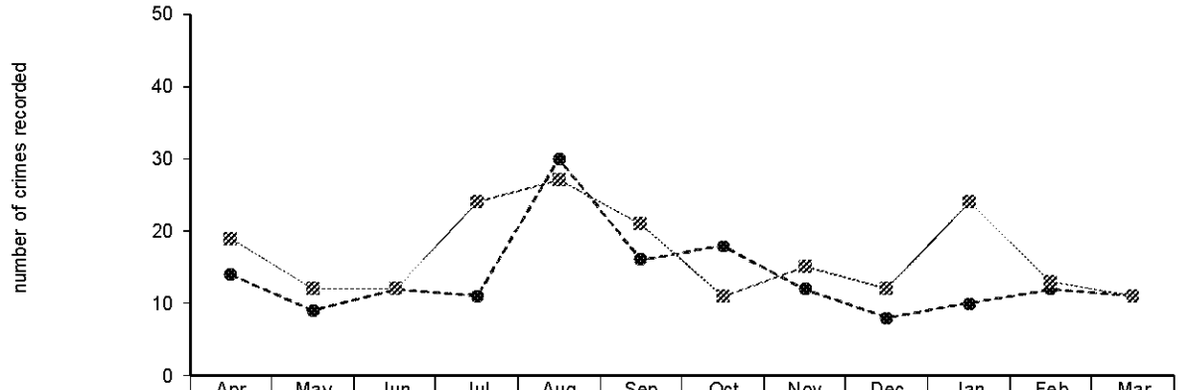
- There were 281 homophobic incidents recorded by the police in Northern Ireland, 14 more incidents than the previous 12 months. [Table 4]
- The number of homophobic crimes recorded by the police was 201, an increase of 38 on the previous 12 months. [Table 4]
- There were 2 homophobic incidents and 1 homophobic crime per 10,000 population[2], compared with 1 homophobic incident and 1 homophobic crime during the previous 12 months.
- Homophobic crimes represented 0.2% of all police recorded crime.
- Increases were seen across all the main crime types; violence against the person offences (31 crimes higher), theft, burglary and criminal damage offences (6 crimes higher) and all other offences (an increase of 1 crime). [Table 4]

Figure 10 Homophobic incidents recorded by the police April 2017 to March 2019



	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Apr'17 - Mar'18	23	18	22	19	43	16	26	24	20	19	20	17
Apr'18 - Mar'19	21	18	21	30	44	24	15	25	18	28	20	17

Figure 11 Homophobic crimes recorded by the police April 2017 to March 2019



	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Apr'17 - Mar'18	14	9	12	11	30	16	18	12	8	10	12	11
Apr'18 - Mar'19	19	12	12	24	27	21	11	15	12	24	13	11

[2] Crime per 10,000 population based on mid-year population estimate of 1,870,834 for 2017, the latest mid-year estimate available at time of compilation. Mid-year population estimates are available from the NISRA website.

Table 4 Homophobic incidents and crimes recorded by the police

		Apr'17 to Mar'18	Apr'18 to Mar'19	Numbers change
Incidents		**267**	**281**	**14**
Crimes	Violence against the person offences	119	150	31
	Theft (including burglary) & criminal damage	37	43	6
	All other offences	7	8	1
	Total crimes (homophobic motivation)	**163**	**201**	**38**

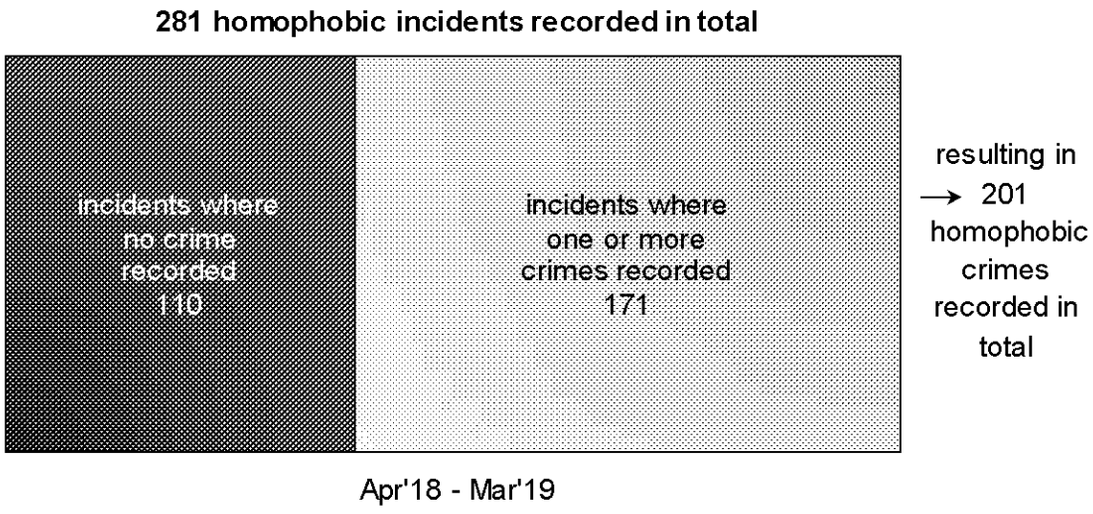
What is the difference between a homophobic incident and homophobic crime recorded by the police?

Not all homophobic incidents will result in the recording of a crime, as what has occurred in the incident may not be of the level of severity that would result in a homophobic crime being recorded. Some homophobic incidents will result in multiple crimes being recorded. **Homophobic crimes are included in the incident count and the two should not be added together.**

Figure 11 shows how homophobic incidents are broken down into those with and without crimes.

In the twelve months to 31 March 2019 there were 281 incidents recorded by the police where there was a homophobic motivation. Of these, there were 110 incidents which did not involve a crime (ie incidents where the circumstances did not amount to an offence being committed). The remaining 171 incidents involved one or more crimes (amounting to 201 homophobic crimes in total). Around two out of every five incidents recorded in this time period did not result in a crime being recorded.

Figure 12 Homophobic incidents and crimes



9. Homophobic incidents and crimes - what has been happening in policing districts?

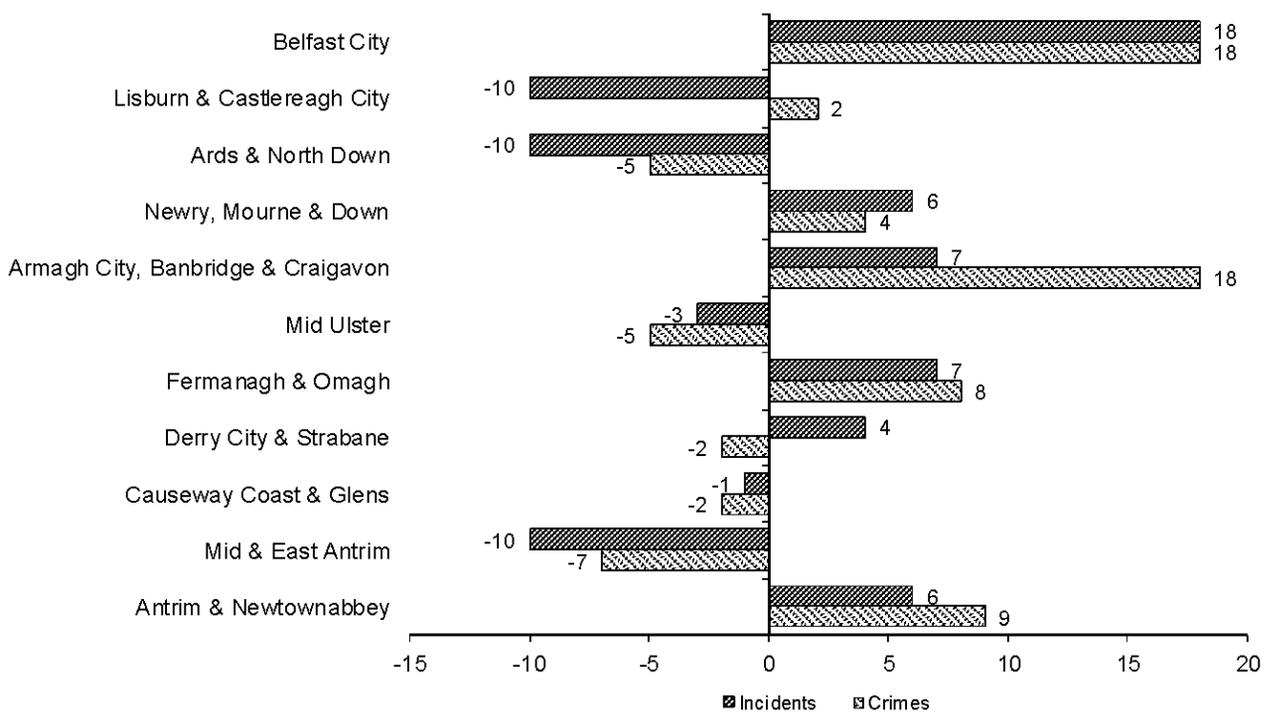
When comparing the current and previous 12 months, six policing districts showed an increase in the number of homophobic incidents and homophobic crimes. Belfast City policing district, which accounts for around two in five homophobic incidents and crimes recorded in Northern Ireland, showed an increase of 18 in both incidents and crimes. [Table 5]

Table 5 Homophobic incidents and crimes recorded by police, by policing district

Numbers

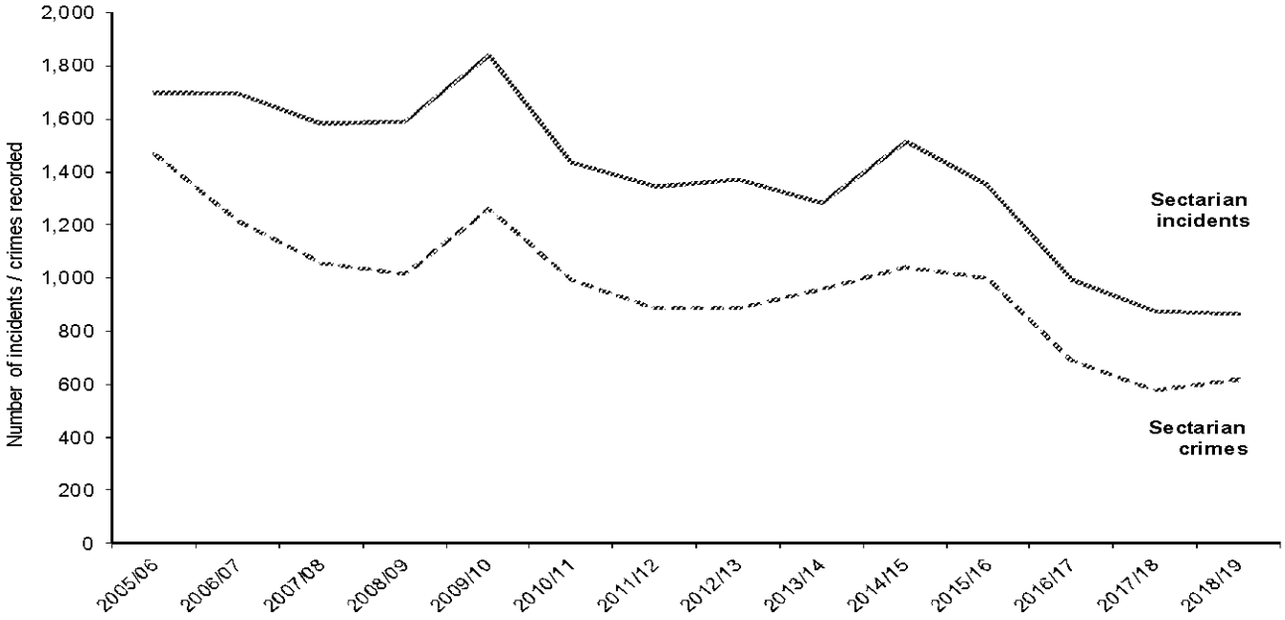
	Homophobic Incidents			Homophobic Crimes		
	Apr'17 to Mar'18	Apr'18 to Mar'19	change	Apr'17 to Mar'18	Apr'18 to Mar'19	change
Belfast City	111	129	18	69	87	18
Lisburn & Castlereagh City	26	16	-10	13	15	2
Ards & North Down	20	10	-10	10	5	-5
Newry, Mourne & Down	20	26	6	14	18	4
Armagh City, Banbridge & Craigavon	27	34	7	14	32	18
Mid Ulster	8	5	-3	6	1	-5
Fermanagh & Omagh	0	7	7	0	8	8
Derry City & Strabane	23	27	4	19	17	-2
Causeway Coast & Glens	6	5	-1	4	2	-2
Mid & East Antrim	21	11	-10	12	5	-7
Antrim & Newtownabbey	5	11	6	2	11	9
No Area Assigned	0	0	0	0	0	0
Northern Ireland	**267**	**281**	**14**	**163**	**201**	**38**

Figure 13 Change in police recorded homophobic incidents and crimes by policing district, 12 months to March 2019 compared with the previous 12 months



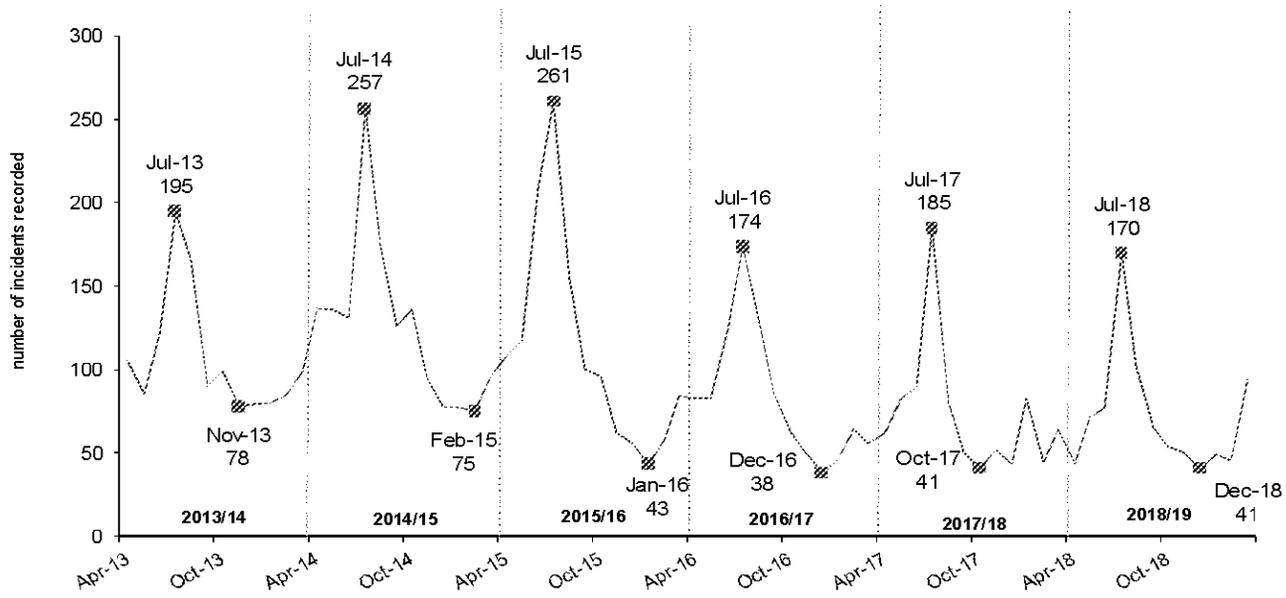
The number of sectarian incidents was at its highest level in 2009/10 with 1,840 incidents recorded. Levels have generally fallen since then, with 2018/19 the lowest in the data series and less than half of the peak level recorded in 2009/10. The number of sectarian crimes recorded in 2018/19 is the second lowest in the data series, showing a fall of 58 per cent when compared with the highest level which was recorded in 2005/06.

Figure 14 Trends in sectarian incidents and crimes recorded by the police since 2005/06



Sectarian incidents tend to peak in July of each year and such levels may be closely linked to unrest during this period. The lowest levels tend to be recorded between October and February. Figure 15 shows the pattern of sectarian incidents between April 2013 and March 2019.

Figure 15 Police recorded sectarian incidents each month April 2013 to March 2019, showing highest and lowest levels in each financial year



11. What has been happening to levels of sectarian incidents and crimes more recently?

In the 12 months from 1st April 2018 to 31st March 2019:

- There were 865 sectarian incidents recorded by the police in Northern Ireland, a fall of 14 when compared with the previous 12 months, the lowest financial year figure recorded since the start of the data series in 2005/06. [Figure 14 and Table 6]
- While the number of sectarian crimes recorded by the police rose to 622, 46 higher than the previous 12 months, it is the second lowest financial year figure recorded since 2005/06. [Figure 14 and Table 6]
- There were 5 sectarian incidents and 3 sectarian crimes per 10,000 population[3]; both of these rates show no change when compared with the previous 12 months.
- Sectarian crimes represented 0.6% of all police recorded crime.
- Increases were seen in violence against the person offences (21 offences higher) and theft, burglary and criminal damage offences (26 offences higher). [Table 6]

Figure 16 Sectarian incidents recorded by the police April 2017 to March 2019

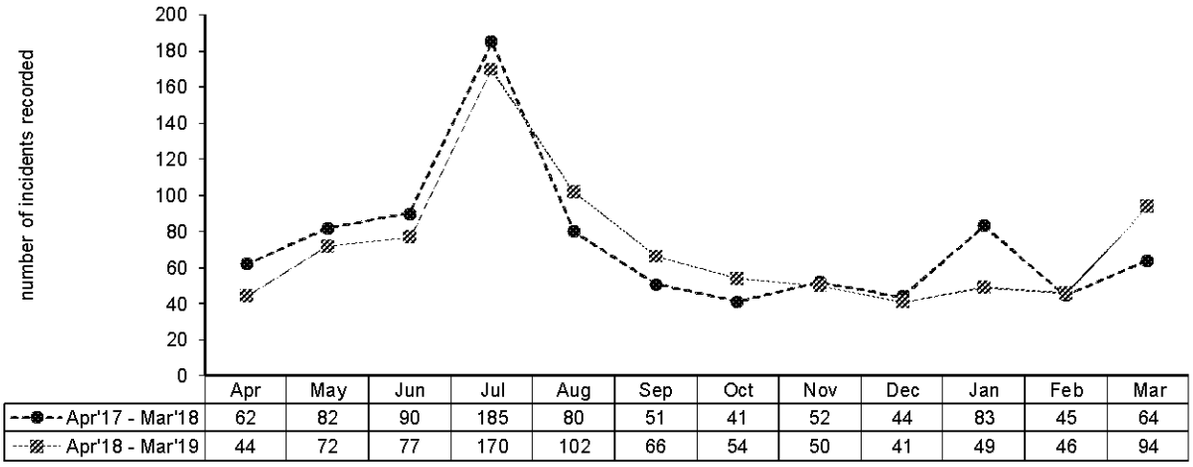
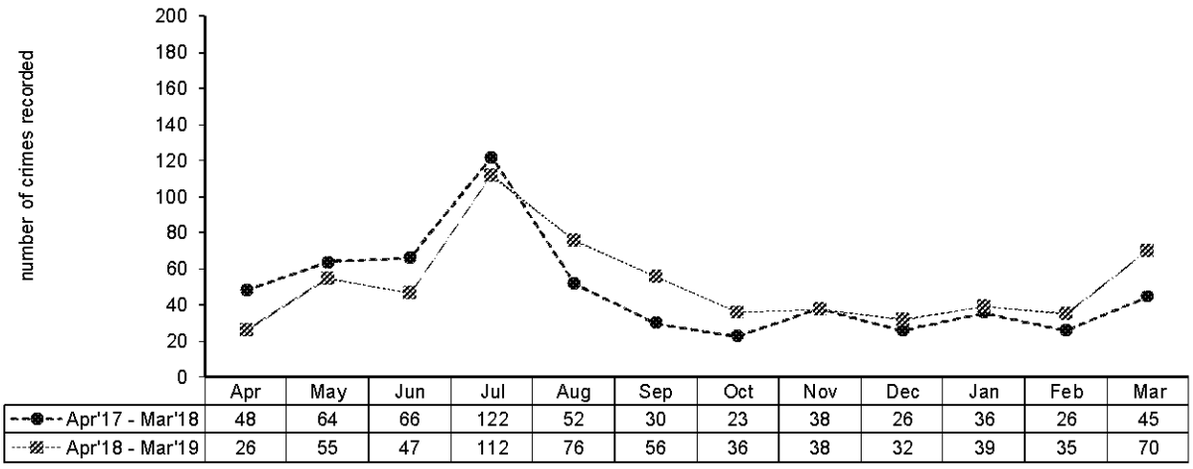


Figure 17 Sectarian crimes recorded by the police April 2017 to March 2019



[3] Crime per 10,000 population based on mid-year population estimate of 1,870,834 for 2017, the latest mid-year estimate available at time of compilation. Mid-year population estimates are available from the NISRA website.

Table 6 Sectarian incidents and crimes recorded by the police

		Apr'17 to Mar'18	Apr'18 to Mar'19	Numbers change
Incidents		**879**	**865**	**-14**
Crimes	Violence against the person offences	290	311	21
	Theft (including burglary) & criminal damage	252	278	26
	All other offences	34	33	-1
	Total crimes (sectarian motivation)	**576**	**622**	**46**

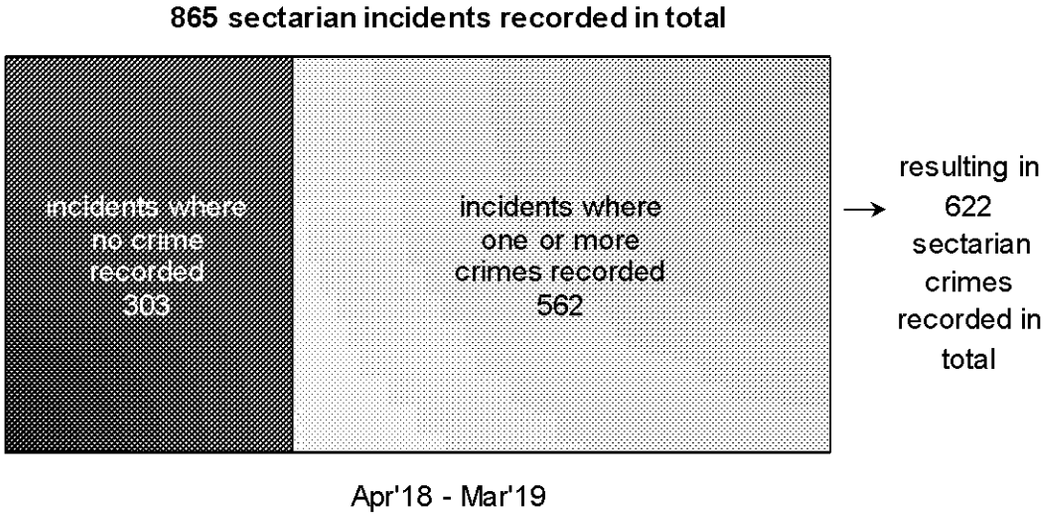
What is the difference between a sectarian incident and sectarian crime recorded by the police?

Not all sectarian incidents will result in the recording of a crime, as what has occurred in the incident may not be of the level of severity that would result in a sectarian crime being recorded. Some sectarian incidents will result in multiple crimes being recorded. Sectarian **crimes are included in the incident count and the two should not be added together.**

Figure 18 shows how sectarian incidents are broken down into those with and without crimes.

In the twelve months to 31 March 2019 there were 865 incidents recorded by the police where there was a sectarian motivation. Of these, there were 303 incidents which did not involve a crime (ie incidents where the circumstances did not amount to an offence being committed). The remaining 562 incidents involved one or more crimes (amounting to 622 sectarian crimes in total). Around one third of incidents recorded in this time period did not result in a crime being recorded.

Figure 18 Sectarian incidents and crimes



12. Sectarian incidents and crimes - what has been happening in policing districts?

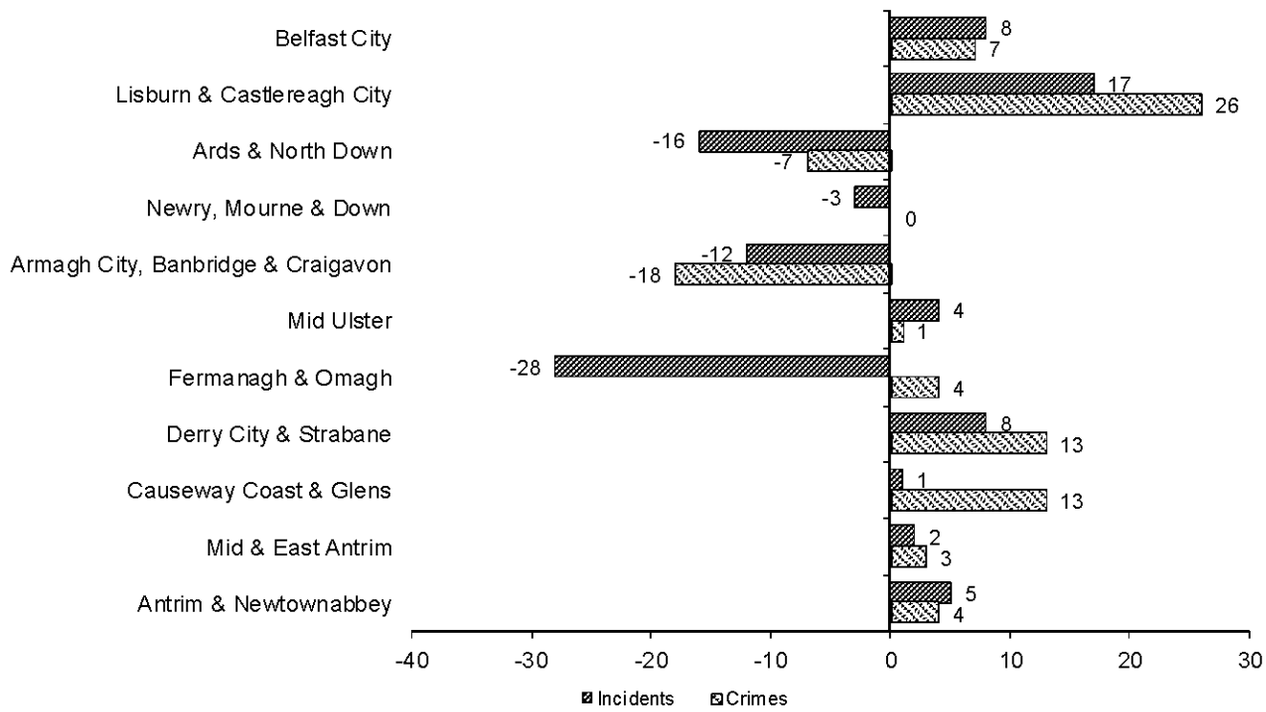
When comparing the current and previous 12 months, seven policing districts showed an increase in the number of sectarian incidents and eight showed an increase in sectarian crimes. Belfast City policing district, which accounts for nearly one third of all sectarian incidents and crimes recorded in Northern Ireland, recorded 8 more incidents and 7 more crimes. [Table 7]

Table 7 Sectarian incidents and crimes recorded by police, by policing district

Numbers

	Sectarian Incidents			Sectarian Crimes		
	Apr'17 to Mar'18	Apr'18 to Mar'19	change	Apr'17 to Mar'18	Apr'18 to Mar'19	change
Belfast City	272	280	8	178	185	7
Lisburn & Castlereagh City	39	56	17	25	51	26
Ards & North Down	39	23	-16	22	15	-7
Newry, Mourne & Down	44	41	-3	34	34	0
Armagh City, Banbridge & Craigavon	89	77	-12	61	43	-18
Mid Ulster	53	57	4	38	39	1
Fermanagh & Omagh	60	32	-28	18	22	4
Derry City & Strabane	113	121	8	83	96	13
Causeway Coast & Glens	79	80	1	50	63	13
Mid & East Antrim	49	51	2	32	35	3
Antrim & Newtownabbey	42	47	5	35	39	4
No Area Assigned	0	0	0	0	0	0
Northern Ireland	**879**	**865**	**-14**	**576**	**622**	**46**

Figure 19 Change in police recorded sectarian incidents and crimes by policing district, 12 months to March 2019 compared with the previous 12 months



13. Attacks on symbolic premises

Attacks on symbolic premises are recorded where a crime has a sectarian motivation, where the premises is the intended target of the attack, and where the premises are one of the following; a church or chapel, a GAA or Ancient Order of Hibernians Hall, an Orange Hall or Apprentice Boys Hall, or a school. These figures are a subset of sectarian motivated crimes.

Table 8 Attacks on symbolic premises

		Numbers
Type of symbolic premises	Apr'17 to Mar'18	Apr'18 to Mar'19
Church or Chapel	4	9
GAA or Ancient Order of Hibernians Hall	*	*
Orange or Apprentice Boys Hall	11	10
School	*	*

* Cell suppression has been applied to ensure that the identity of individuals/organisations or any private information relating to them is not revealed.

Data collection and data accuracy

The identification of a hate motivation is derived from a motivation 'tick box' on the system used by PSNI to record crime. The motivation is identified and completed by a police officer or member of police staff for each such reported incident or crime. The correct application of a hate motivation for all such incidents/crimes is not quality assured by the PSNI's Statistics Branch, but audits and data quality checks are routinely conducted in an attempt to ensure that any under or over-recording is corrected. Crimes with a hate motivation are included within the police recorded crime statistics for Northern Ireland and these crimes are recorded in compliance with the Home Office Counting Rules. A comprehensive validation and quality assurance process has been set in place to ensure that the numbers and types of crimes being recorded meet the standards set down in these rules. Details of the data quality checks and processes that PSNI has in place are available in section 4 of the User Guide to Police Recorded Crime Statistics in Northern Ireland.

Annual Revisions: Revisions to previously published data are applied on an annual basis to financial year crime figures from 2015/16 onwards, as a result of the introduction of the wider outcomes framework in April 2015. These revisions take account of crime cancellations and sanction outcomes identified since the previous annual publication. Revisions of this nature will next be applied in May 2020. Further guidance on crime cancellation can be found in the Home Office Counting Rules for Recorded Crime.

How the data is used

Hate motivation statistics have been collated by PSNI in their current format since 2004/05. They are used widely within PSNI as management information and to inform policy and performance. The figures are also used by government departments and other voluntary and statutory agencies to inform debate and policy development regarding hate crime in Northern Ireland.

Additional data available to accompany this release

This release provides an overview of hate motivated incidents and crimes recorded by the police in the 12 months to March 2019 (financial year 2018/19). Additional Tables are available on the PSNI website to supplement the information contained in this bulletin. The data is available in both excel spreadsheet and open document spreadsheet formats.

Web links to other information you may be interested in

Further details on Police Recorded Crime statistics, including those with a hate motivation, are available in the User Guide to Police Recorded Crime Statistics in Northern Ireland. This is a reference guide with explanatory notes regarding the issues and classifications which are key to the production and presentation of police recorded crime statistics.

Hate Motivation Annual Trends in Northern Ireland: Annual figures on incidents and crimes with a hate motivation recorded by the police from 2004/05 to 2017/18 are available in the publication Trends in Hate Motivated Incidents and Crimes Recorded by the Police in Northern Ireland 2004/05 to 2017/18.

Police Recorded Crime Statistics: These statistics are updated on a monthly basis; an annual trends bulletin is also published. The latest publications, along with those that have been archived, can be accessed through:
https://www.psni.police.uk/inside-psni/Statistics/police-recorded-crime-statistics/

Crime Outcomes: The latest publication presenting the wider outcomes framework within PSNI and summarising the outcomes that have been assigned to crimes recorded by the police between 2015/16 and 2017/18 was published on 30 November 2018. The publication includes a section on outcomes relating to hate motivated crimes and can be accessed through:
https://www.psni.police.uk/inside-psni/Statistics/police-recorded-crime-statistics/

NINIS: Access to a range of geographic areas for hate motivated incidents and crimes recorded by the police (annual totals only) is available through the Northern Ireland Neighbourhood Information System (NINIS)

Hate Crime in England & Wales: Hate Crime in England & Wales 2017-18 is published by the Home Office. There are some key differences in presentation of hate crime within England & Wales compared with Northern Ireland that should be considered. Further details are provided in Section 9 of the Annual Trends bulletin (see link above).

Copies of other PSNI publications are available from the PSNI website:
https://www.psni.police.uk/inside-psni/Statistics/

#NoPlaceForHate Engagement Event

09 - 19 Oct 2018

Poll results

slı.do

Table of contents

- Survey

Multiple-choice poll

Survey (1/13)

040

Have you ever been a victim of a Hate Crime or Hate Incident?

Yes

50 %

No

50 %

Survey (2/13)

What three words would you use to describe the experience?

(1/2)

- A wf ul
- Unfair, frighting,sad
- Shocking intimidating unexpected
- Meh meh meh
- Meh meh meh
- Disappointed for the attudtues presented with this day and age .
- Disappointing. I'm a police officer and I was told to investigate it myself. I wasn't offered any support and made to feel like I was being an inconvenience for reporting it.
- Emotional
- I have spoken out on behalf of a victim of hate crime
- Insulting Intimidating Upsetting
- Hidden Shame Personal
- Dysphoria Horrible Disgusting
- Terrifying Belittling Dehumanising
- Infuriating frightening

Survey (2/13)

What three words would you use to describe the experience?

(2/2)

- disempowering
- Angry Sad Terrified
- Shocked, sadness, terror
- Terrifying. Horrific. Overwhelming
- Annoying frustrating disgusting
- Scared, ashamed, suicidal
- Heartbroken, disappointed , isolated
- Fear, pain, traumatised.
- bewildering frightening worrying
- Continued fear, unresolved

Multiple-choice poll

Survey (3/13)

If you have experienced a Hate Crime or Hate Incident did you contact the PSNI?

Yes

21 %

No

79 %

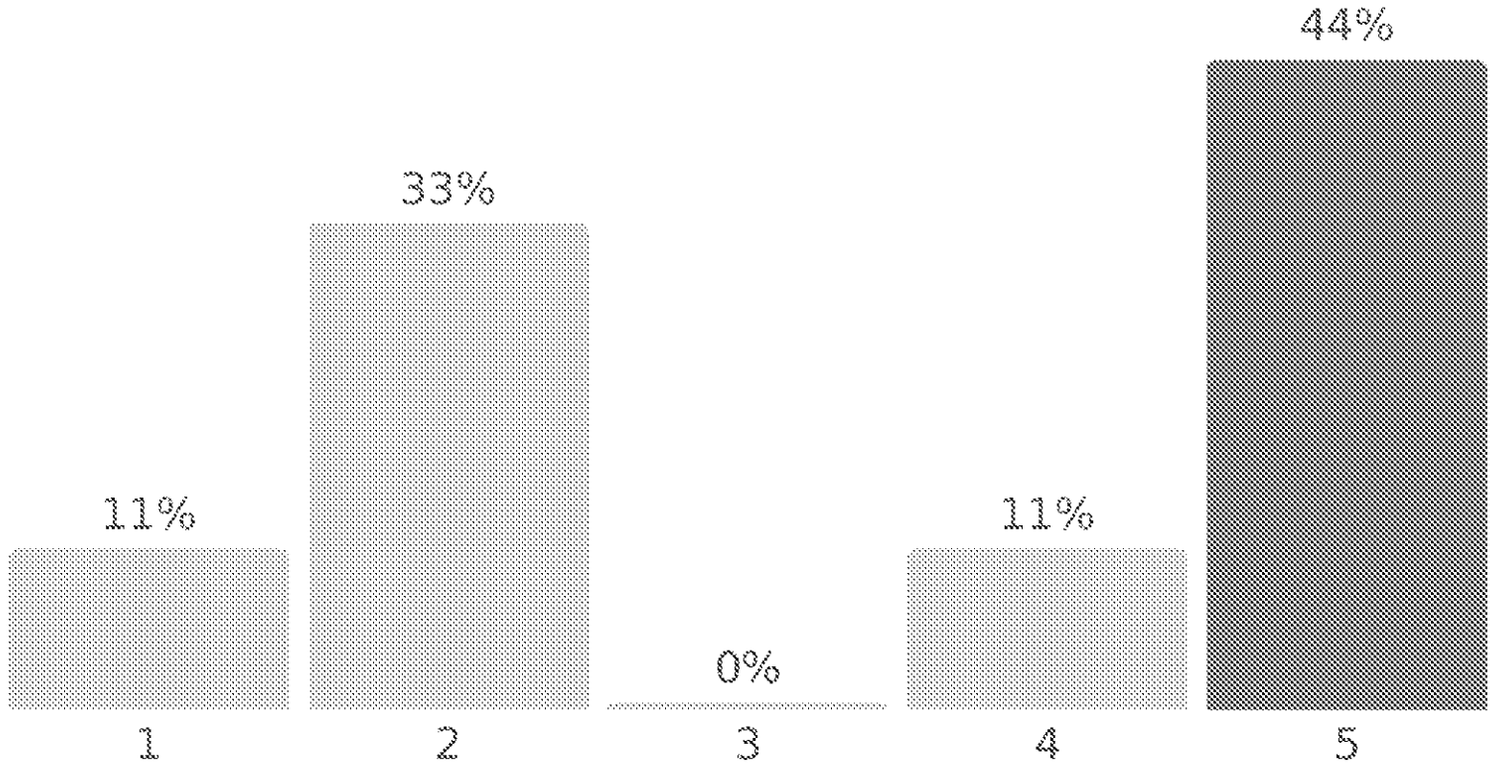
Rating poll

Survey (4/13)

009

If you contacted the PSNI, how would you rate the experience?

Score: 3.4



Survey (5/13)

Why did you rate the PSNI in that manner?

- not taken seriously
- Because they are class
- See above
- The victim did not want the incident reported
- There was no result after reporting
- They were good but could have been better with a homophobic crime. This was in belfast
- I was 19 when this happened, my father reported it, he said the police after extensive investigations which did take a while, the crowd could not be found. I never took a short cut again!
- Incompetent. They lost video evidence of the Trans assault & did nothing to help me then or any time in future. But the officers involved did get paid to go on a course for retraining (as to why they did not act they way they had been trained first time around was never questioned by PSNI!)

Multiple-choice poll

Survey (6/13)

025

If you did not contact the PSNI, did you contact another person or support group?

Yes

20 %

No

80 %

Survey (7/13)

Can you list any Support Groups that you know?

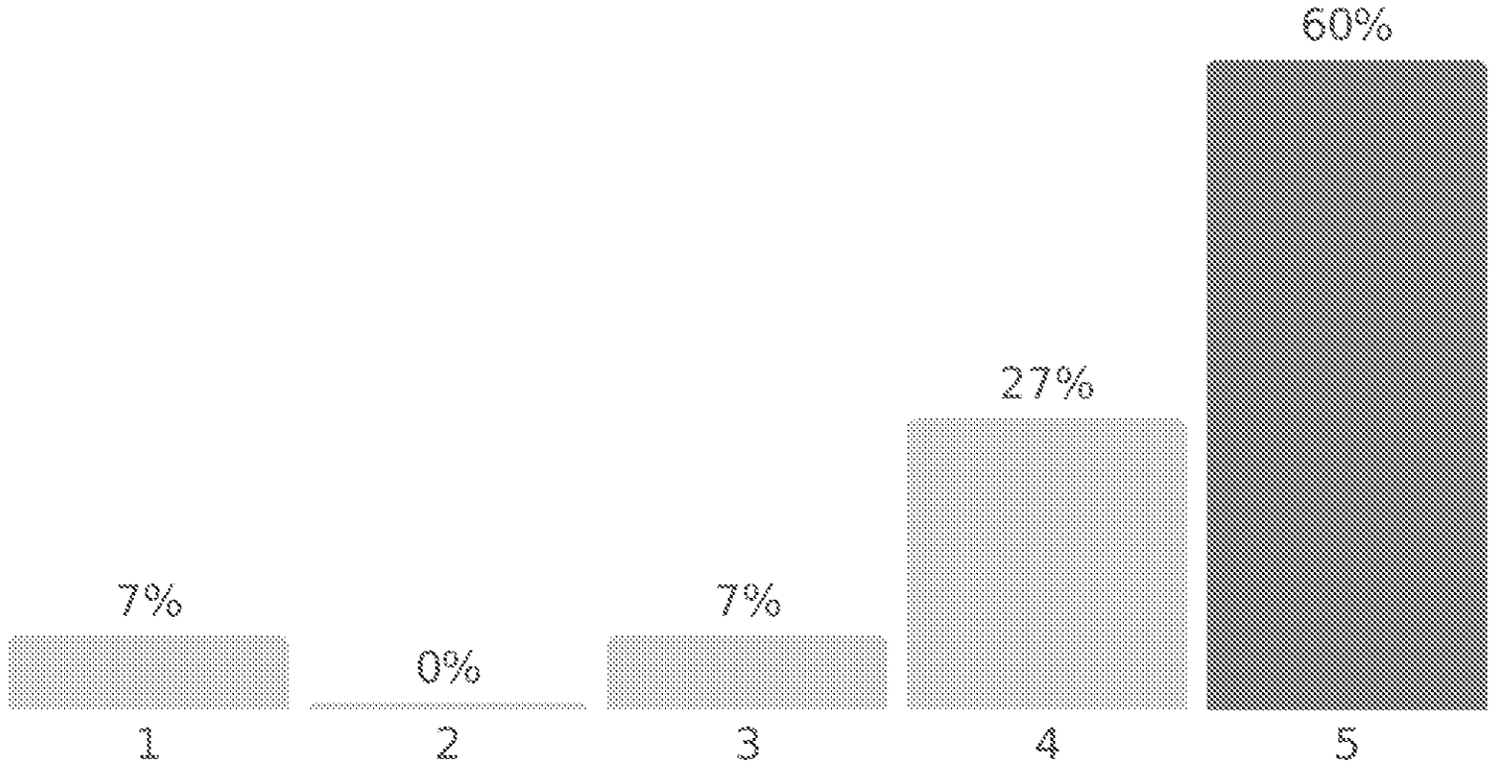
- Start360,Rainbow,OUT NorthWest,NIACRO
- Victim support
- PSNI
- The victim did not want
- Out NorthWest The Rainbow Project Cara-friend
- The Rainbow Project
- Based in republic enar ireland
- Rainbow Project Migrant Centre NI Leonard Cheshire Disability Victim Support NI
- Markets development association
- The rainbow project. Cara friend
- Rainbow
- Rainbow Hereni Nexus
- Rainbow Hereni Nexus
- Woman’s aid
- Victim Support NI
- Victim support

Rating poll

Survey (8/13)

How would you rate this/these support group(s)?

Score: 4.3



Survey (9/13)

Why did you rate this group this way?

- Because why not
- Because they care
- Excellent service
- The extensive support that the PSNI provides to victims of hate crimes.
- All three are amazing and very supportive
- They provided amazing support
- Not enforcement agency
- Great service and wealth of knowledge
- I was ignored
- I have heard many good things from friends' experiences.
- Very good support
- They have excellent support teams from the LGBT community
- They really get involved and I hear they really make you feel welcome
- They give emotional support and practical information.
- They were average

Survey (10/13)

What barriers do you believe exist in reporting Hate Crimes or Incidents?

(1/4)

- Fear of community reprisals
- Thought it was not important compared to other things that were going on
- The perception by authorities that local people are never victims of hate crime only perpetrators
- Lack of confidence and trust in the Police service
- Dear of prejudice by police and fear of repercussions from perpetrators
- Fear, lack of knowledge of how to report
- None
- I believe that those who suffer from hate crimes are not always willing to report the incidents as they might feel that they will be further discriminated against if they do.
- Fear and confidence
- Judgement
- Need

Survey (10/13)

What barriers do you believe exist in reporting Hate Crimes or Incidents?

(2/4)

- The police make me uncomfortable, especially the uniform
- The fear of not being taken seriously, lack of evidence and distrust of the police
- Not taken seriously
- Lack of knowledge Fear Lack of belief that anything will be or can be done
- Languages The concept of hate crime is not understood by many cultures Police is culturally seen as a threat (by the Middle Eastern people for example)
- Distrust ir disconnect with police
- That the victim won’t be taken seriously That the perpetrators won’t be prosecuted Language or communication barriers Lack of trust in the police Fear of repercussions
- The fear and lack of knowledge
- Fear of further intimidate

Survey (10/13)

What barriers do you believe exist in reporting Hate Crimes or Incidents?

(3/4)

- Fear of further intimidate
- Scared of something happened to me and my family after reporting something similar
- Fear of reprisals. Paramilitary involvement or the perpetrator knowing/related to one.
- Confusion as to exact nature of hate crime and worry/fear no one will believe/care
- The psni have never recruited a Trans officer or provided freedom of information request, why they refused to employ a candidate who had passed all their tests. Or why they instructed the company running the medical test to change their decision from accept to decline. Or why they have to see the candidates gender recognition certificate & they would like the candidate to have finished their journey despite the candidate having

Survey (10/13)

What barriers do you believe exist in reporting Hate Crimes or Incidents?

(4/4)

reached their journey end. No confidence in the Psni, who are content to act in this excluding manner.

Survey (11/13)

How can we remove these barriers?

(1/3)

- Arrest the paramilitaries
- More police on the streets
- Stop labelling everyone who mentions migration as racist
- By taking them down
- By taking them down
- More engagement. Use your officers from those communities to act as liaisons. Authentic connection can be so impactful.
- Take all hate crime seriously
- More information evenings such as these
- By openly supporting victims of hate crimes, to show that the majority of the public have no interest in allowing discrimination, be it passive or active discrimination, against any member of siciety. It is not that which divides us that carries great importance, it is that which binds and unites us that matters most.
- Yes - by a Community Safety Partnership
- Unsure

Survey (11/13)

How can we remove these barriers?

(2/3)

- Education
- Reach out to communities more
- Education and political action
- Awareness raising Community engagement
- Education Hate crime awareness sessions - including interpreters
- Soften the police image and make explicit and public connections with vulnerable groups
- Awareness of support schemes Open and accessible policing
- Training in house and making other ways to report eg an app
- ?
- ?
- Unfortunately it's a ignorance issue and the way you bring your kids up
- More campaigns. More education on hate crime and effect it has on victims esp in schools. Protection, although that would be a difficult one.
- Make clear what hate crime is

Survey (11/13)

How can we remove these barriers?

(3/3)

and remove fear of victim shaming

- Psni provide info requested. Employ the successful candidate without insisting they reapply, or for all candidates in the same traunch reapply for their jobs too, so original candidate isn't treated differently. Psni has to employ equally to be fit for purpose.

Multiple-choice poll

Survey (12/13)

How would you prefer to report Hate Crime or Incidents?

Face to Face at a Police Station?

22 %

Via telephone, 101, 999

33 %

Online

33 %

Via Social Media

3 %

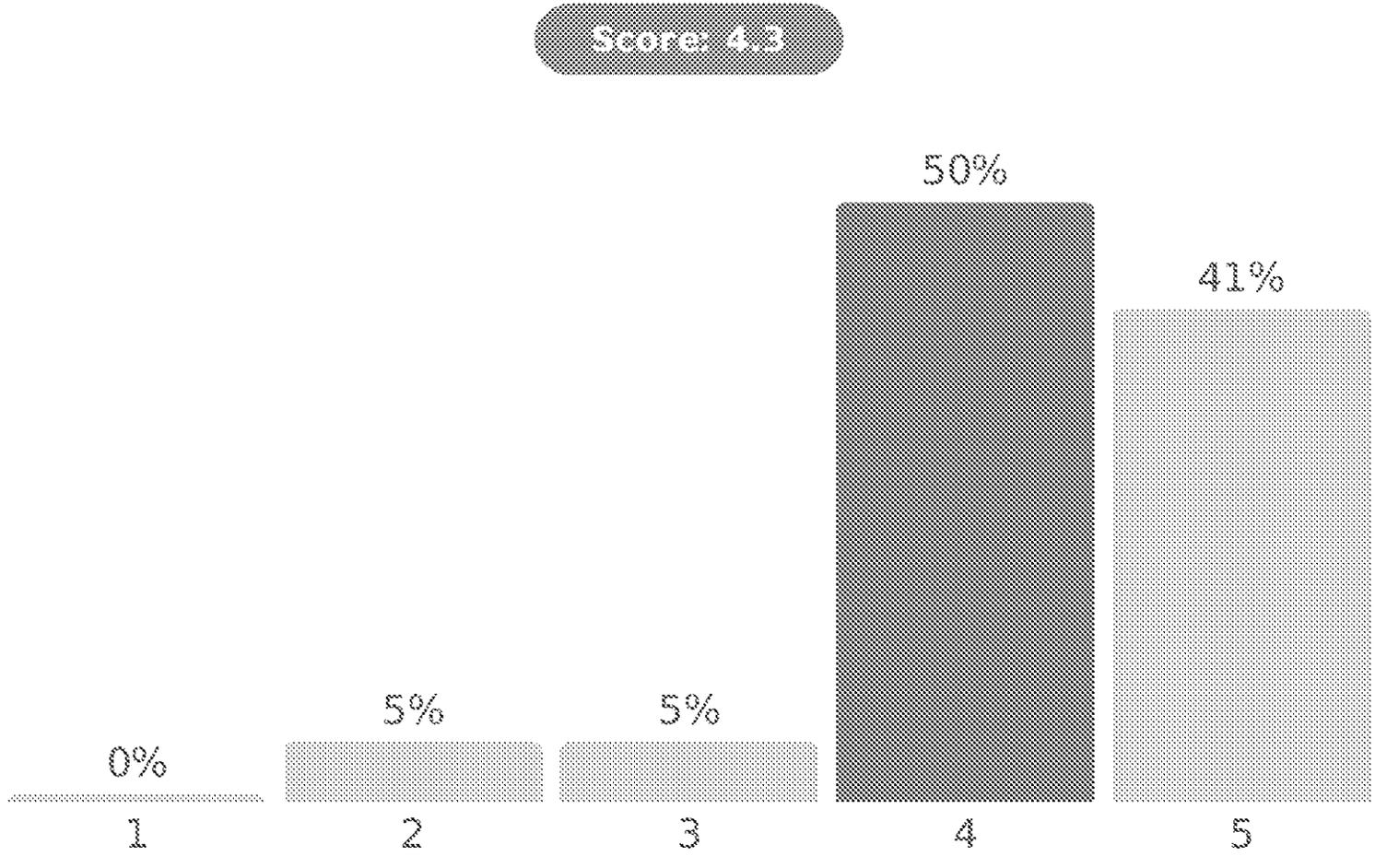
Via a Third Party

8 %

Rating poll

Survey (13/13)

Now please select the QUESTIONS Tab on the top left of your screen to ask the Panel a question on 17th October. Thank you for taking part in this survey. Please rate this experience.



STONEWALL WORKPLACE EQUALITY INDEX 2022

EMPLOYER FEEDBACK REPORT

POLICE SERVICE OF NORTHERN IRELAND

SUMMARY

Stonewall's Workplace Equality Index is about recognising the work that goes into creating LGBTQ+ inclusive workplaces in the UK. By ensuring all LGBTQ+ people feel safe and welcomed in the workplace, we can create an inclusive culture that allows everyone the freedom to be themselves without fear.

This report will guide you through your submission by detailing our feedback to each section of the criteria and ending with our findings from the Staff Feedback Questionnaire (if applicable). We'll highlight what you've done well and focus on improvements for the future.

We understand that the last two years have been a difficult time for everyone, especially as we adapt to new working practices, so we greatly appreciate the time you took to continue your inclusion journey and to complete your submission. We recognise the commitment it takes to put a submission together and you should feel incredibly proud of what you've achieved in a challenging year.

The Workplace Equality Index is an opportunity to measure, progress and celebrate the work you're doing to make your organisation a better place for LGBTQ+ employees. From new policies to Pride events, leadership briefings to updating your training - each small change can make a big difference to our communities.

We hear incredible stories every year of workplaces making real impact, transforming the environments we work in every day. We know it's not easy work, but every day we move closer to a world in which LGBTQ+ people are free to be their true selves.

Thank you so much for taking part, and I hope we continue to work together over 2022.

[redacted] Chief Executive Officer

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s.F40

s.F40(2)

s.F40(2)(a)

s.F40(2)(b)

s.F40(3)(A)(a)

Police Service of Northern Ireland ranked 264 with a score of 45.5 out of 200

Police Service of Northern Ireland has been awarded a bronze award

Section	Marks available	Marks claimed	Marks awarded	Marks claimed, but not awarded
1) Policies and benefits	17	10.5	4.5	6
2) The employee lifecycle	22	13	6.5	6.5
3) LGBTQ+ employee network group	26	26	14	12
4) Empowering individuals	20	6	5.5	0.5
5) Leadership	18	6.5	5.5	1
6) Monitoring	20	3.5	3.5	0
7) Supply chains	17	6	0	6
8) External engagement	40	6	4	2
Staff Feedback Questionnaire	20	n/a	2	n/a

† When marking, sometimes our markers spot evidence that counts towards questions you didn't claim. In those cases, we award the points anyway.

SECTORAL AND GEOGRAPHICAL CONTEXT

We understand the different challenges organisations face may depend on the sector and location they are based in. That's why we separate this data out, allowing organisations to benchmark themselves against others in a similar field or part of the UK.

We know that regulatory frameworks, budgetary constraints, organisational size, and the geographical spread of a workforce can all be factors in creating or removing barriers to inclusion.

Each sector and location has its own unique challenges. We can support you to face these challenges and achieve the best outcomes for your organisation.

Police Service of Northern Ireland ranked 37 in the Government & Regulators sector

Police Service of Northern Ireland ranked 6 in employers headquartered in Northern Ireland

Police Service of Northern Ireland ranked 51 in employers that operate in Northern Ireland

MARGINALISED OR UNDER-REPRESENTED LGBTQ+ GROUPS

This section focuses on those within our community whose stories and experiences we rarely get to hear. By breaking down this data, we aim to show you how you are progressing with this work.

Bi erasure and biphobia are real problems. They create a culture of stigmatisation, and many bi people are still wary about being open about their bi identity in the workplace.

Transphobia and anti-non-binary discrimination are areas of concern for many workplaces, with staff feeling scared and unable to be their authentic selves around colleagues.

We all have multiple facets of our identities, and many of us experience different forms of marginalisation and discrimination, such as racism and ableism. These experiences also affect many LGBTQ+ people at work. Tackling one form of marginalisation requires tackling them all: ending misogyny and making work welcoming for people of faith, for example, are important for making sure all LGBTQ+ people feel welcome.

Police Service of Northern Ireland scored 8 on questions specific to marginalised or underrepresented LGBTQ+ identities

Police Service of Northern Ireland scored 0.5 on questions specific to bi inclusion and anti-biphobia

Police Service of Northern Ireland scored 7.5 on questions specific to trans inclusion and anti-transphobia

Police Service of Northern Ireland scored 5 on questions specific to non-binary inclusion and this strand of anti-transphobia

Police Service of Northern Ireland scored 0 on questions specific to intersectionality and inclusion of LGBTQ+ people who experience multiple marginalisations, such as racism and ableism

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SECTION ONE: POLICIES AND BENEFITS

This section examines the policies and benefits the organisation has in place to support LGBTQ+ staff. The questions scrutinise the policy feedback process, policy content and provision of specific support.

Entrant	Marks claimed	Marks awarded	Marks claimed, not awarded
Police Service of Northern Ireland	10.5	4.5	6
Government & Regulators	12.5	8	4.5
Headquartered in Northern Ireland	12.5	8	4.5
Bronze	11.5	7	4.5
Silver	13.5	8	5.5

Having policies that are explicitly LGBTQ+ inclusive helps to ensure that policies apply to all your employees and that there are no obstacles for LGBTQ+ employees to access support at the Police Service of Northern Ireland.

We would recommend introducing clear processes that enable staff to feedback on language use and inclusivity in your policies that are clearly communicated to all staff. You could explore these alongside other ways to consider LGBTQ+ inclusion when updating your workplace policies.

It is great to see that you have a strong statement on being against bullying and harassment on the grounds of sexual orientation and gender reassignment. To develop this work further, we would recommend including examples of biphobic, homophobic, and transphobic bullying and harassment, which will help employees recognise and challenge these behaviours at work.

You could also consider undertaking some work to ensure that your parental leave policies are explicitly inclusive of all colleagues who identity as LGBTQ+. A great way to achieve this is by explicitly clarifying that key terms like ‘partner’ apply regardless of gender and expanding on gendered language so that LGBTQ+ people of all genders know they can access the policies that are relevant to them.

It is great to see that you have undertaken some work to develop transitioning at work guidance, with this guidance providing clear information for a range of stakeholders who may be involved in supporting a workplace transition. To develop this work further, we would recommend that you introduce specific support for non-binary people, which could include having a clear commitment to non-binary equality in the workplace, and providing information about terminology and dress code.

SECTION TWO: THE EMPLOYEE LIFECYCLE

This section examines the employee lifecycle within the organisation, starting with recruitment practices and finishing with exit processes. The questions scrutinise how the organisation engages and supports employees throughout their journey in the workplace.

Entrant	Marks claimed	Marks awarded	Marks claimed, not awarded
Police Service of Northern Ireland	13	6.5	6.5
Government & Regulators	16	7.5	8.5
Headquartered in Northern Ireland	16.5	8	8.5
Bronze	14.5	6.5	8
Silver	17.5	6.5	11

It is great to see the Police Service of Northern Ireland taking a proactive approach to recruiting LGBTQ+ talent by using existing partnerships to promote job roles to an LGBTQ+ audience. To develop this work further, we would recommend providing prospective applicants with a clear statement about your commitment to LGBTQ+ inclusion. To support this work, we would encourage you to further develop training specifically for those with recruitment responsibilities. This could provide practical actions that recruiters can take to be inclusive of LGBTQ+ candidates.

To continue setting clear expectations of inclusivity from the start of an employee's journey, we would recommend that you review the materials you provide to new starters to ensure that your commitment to LGBTQ+ inclusion is demonstrated across your induction processes. This could include providing a statement on your approach to LGBTQ+ inclusion, providing information about LGBTQ+ inclusive policies, or through providing information about the LGBTQ+ network.

We would also suggest spending some time developing your all staff equalities training, to help bring your policies to life. Good practice is for training to provide information about your policies and legislation, examples of inappropriate behaviour towards LGBTQ+ people and information on how to challenge this.

It is great to see a range of internal communications that provide information on different LGBTQ+ identities and experiences. To develop this further, in future communications we would recommend providing specific information about bi and non-binary identities, as well as the activities of your LGBTQ+ network group.

Finally, it is great to see that you proactively asking about LGBTQ+ issues when individuals leave the organisation through your exit interview and survey process.

SECTION THREE: LGBTQ+ EMPLOYEE NETWORK GROUP

This section examines the work of your LGBTQ+ employee network group. The questions scrutinise the support the group is given by the organisation, its commitment to inclusivity, and the activities it carries out.

Entrant	Marks claimed	Marks awarded	Marks claimed, not awarded
Police Service of Northern Ireland	26	14	12
Government & Regulators	18.5	13.5	5
Headquartered in Northern Ireland	21.5	16	5.5
Bronze	17	11	6
Silver	20	14	6

LGBTQ+ employee network groups help to ensure that engagement around LGBTQ+ inclusion is consistent throughout the year, that LGBTQ+ employees have a safe space to talk about the barriers they face at work and to raise the voices of LGBTQ+ employees to help drive change.

It is great to see a clear Terms of Reference and a range of support mechanisms available to support the network group to deliver on its objectives. To take this work further, it might be helpful to explore the specific role of your senior champion in supporting the network group's activities.

It is great to see that the network is providing a range of opportunities for all staff to get support on LGBTQ+ issues, and in supporting any colleagues who do experience bullying and harassment. To increase the impact of this, we would recommend that this support is actively communicated to all staff.

To develop this work further, we would recommend that the network seeks to widen the scope of their activities, with a particular focus on scaling up work around LGBTQ+ identities that are often the most marginalised or underrepresented. To achieve this, we would recommend that the network looks to develop a strategy to ensure that all LGBTQ+ people are represented and included in its activities. We would recommend a systematic approach of identifying barriers to LGBTQ+ people accessing the network group's activities and taking actions to remove these barriers. For example, this could include the introduction of a space where specific identity groups can meet, or through sharing active communications that the network is open to all.

SECTION FOUR: EMPOWERING INDIVIDUALS

This section examines the process of engaging individuals to create an LGBTQ+ inclusive culture at the organisation. The questions scrutinise how the organisation empowers LGBTQ+ and non-LGBTQ+ employees to step up as change makers and allies.

Entrant	Marks claimed	Marks awarded	Marks claimed, not awarded
Police Service of Northern Ireland	6	5.5	0.5
Government & Regulators	11.5	7	4.5
Headquartered in Northern Ireland	9	6.5	2.5
Bronze	9.5	4.5	5
Silver	13	7.5	5.5

Empowering individuals is a key way to ensure that values are lived across the across the organisation, giving your staff the tools and confidence that they need to become vocal and active advocates for LGBTQ+ equality in the workplace. It's important that the Police Service of Northern Ireland supports all employees to understand their role in advancing LGBTQ+ inclusion in the workplace.

It is great to see that you have a clear mechanism to support staff to become allies of LGBTQ+ people at work. Building on this work, we would encourage you to explore how you can support all colleagues, including LGBTQ+ colleagues, to become allies of LGBTQ+ identities that are often underrepresented or marginalised in LGBTQ+ spaces, with a particular focus on bi and trans inclusion.

To develop your practice in this section, we would encourage you to share more personal workplace stories from your organisation, or from the wider public sector in Northern Ireland, to build awareness of different LGBTQ+ identities and experiences. The most effective stories specifically focus on the storyteller's LGBTQ+ identity and experiences in the workplace. You may want to consider how you can tie these stories to different awareness days.

Finally, we would encourage you to be clearer in your evidence as to how you empower all staff, regardless of location, to support LGBTQ+ inclusion in the workplace. Let's explore how you might do this at your benchmarking meeting.

SECTION FIVE: LEADERSHIP

This section examines how the organisation engages senior leaders and line managers in their responsibility to set an LGBTQ-inclusive culture. The questions scrutinise how the organisation empowers senior leaders, the individual actions senior leaders take, and how all line managers are encouraged to recognise LGBT inclusion as key to their role.

Entrant	Marks claimed	Marks awarded	Marks claimed, not awarded
Police Service of Northern Ireland	6.5	5.5	1
Average: Government & Regulators	9.5	6	3.5
Average: Headquartered in Northern Ireland	8.5	5	3.5
Average: Bronze	8.5	4.5	4
Average: Silver	10	5.5	4.5

Senior leaders are integral to the progression of LGBTQ+ inclusion in any organisation. Role modelling inclusion at the highest levels sets a clear example and expectation that it's everyone's responsibility to help create an inclusive environment.

It is great to see leaders at the Police Service of Northern Ireland engage with LGBTQ+ equality. To develop your work here we would recommend that you explore how you can scale up this existing work. A next step could be to introduce more development opportunities for the leadership team to understand the importance of LGBTQ+ inclusion. This could involve opportunities such as an overall LGBTQ+ awareness training, or offering bi, trans, and non-binary specific learning opportunities for your senior leaders across the service. You may also want to explore avenues to develop a reverse mentoring scheme with members of the LGBT+ network, so senior leaders can hear directly about the experiences of staff.

It is great to see some leadership engagement with LGBTQ+ inclusion in the last year, particularly in terms of communicating strong messages on the importance of LGBTQ+ inclusion. To take this work further, we would recommend having specific communications about bi inclusion, trans inclusion, and non-binary inclusion. Other opportunites here could include engaging your leaders with LGBTQ-inclusive diversity reports, or by engaging with internal and external events.

Finally, it is good to see that you have a clear process to understand the inclusion-related competencies of leaders across the organisation in your recruitment process. To build on this work, we would recommend exploring how you can introduce inclusion-based objectives for leaders to continually support them in understanding their role in advancing inclusion.

SECTION SIX: MONITORING

This section examines how the organisation uses monitoring to understand the representation and experiences of its LGBTQ+ employees. The questions scrutinise data collection methods, analysis, and outcomes.

Entrant	Marks claimed	Marks awarded	Marks claimed, not awarded
Police Service of Northern Ireland	3.5	3.5	0
Government & Regulators	9.5	3	6.5
Headquartered in Northern Ireland	6.5	3.5	3
Bronze	7.5	2.5	5
Silver	8.5	2.5	6

Monitoring exercises enable you to develop a deeper understanding of the experiences of your LGBTQ+ employees and respond to their needs.

It is great to see inclusive sexual orientation question that will allow you to collect helpful and reliable data on the experiences of colleagues, with this question having a high declaration rate. To develop your practice here, we would recommend reviewing your gender question to be more inclusive of non-binary people, and to introduce a clear question to monitor trans identities. Let's discuss this at your benchmarking meeting.

To develop your practice in this section, we would recommend that you explore steps to expand the range of analysis you undertake. To understand the experiences of your LGBTQ+ staff, we recommend that organisations use monitoring data to understand the experiences of LGBTQ+ staff in relation to staff satisfaction surveys and pay/grade.

To develop your practice in this section and boost declaration rates even further, you may find it helpful to send out communications regarding why LGBTQ+ monitoring matters, as well as confidentiality and data security. Providing inclusive definitions of the umbrella terms 'bi' and 'trans' can also be helpful, as these are less commonly understood. We would recommend providing these definitions on the monitoring form itself or the distribution system, to ensure that individuals have the definitions to hand as they are completing the monitoring exercise.

SECTION SEVEN: SUPPLY CHAINS

This section examines how the organisation affects change in its supply chain. The questions scrutinise the steps taken to ensure suppliers are LGBTQ-inclusive, from tendering new suppliers to monitoring current contracts.

Entrant	Marks claimed	Marks awarded	Marks claimed, not awarded
Police Service of Northern Ireland	6	0	6
Government & Regulators	7	4	3
Headquartered in Northern Ireland	4	0.5	3.5
Bronze	5	2	3
Silver	6.5	2.5	4

By embedding LGBTQ+ inclusion within your supply chain practices, you can ensure that all work delivered on behalf of the Police Service of Northern Ireland is inclusive, affect change beyond your four walls, and reach further into the communities you serve.

In this section we are looking for the ways you scrunitise the inclusivity of prospective suppliers in your procurement process to ensure that they are aligned to your values. To achieve this, you could explore how you can ask for specific information during the tendering process to understand their practices. This could include asking for information about their dignity at work policy, monitoring of incidents of bullying and harassment, trans inclusion policies, or overarching diversity and inclusion strategies. We recommend that organisations examine the content of these policies with a lens on LGBTQ+ inclusion.

We would also recommend exploring how you can engage with existing suppliers. One way to do this is by introducing a broad slot to discuss diversity and inclusion issues in contract monitoring meetings you have with your suppliers. This can help you identify areas for development, opportunities for collaboration, and good practice that is being demonstrated. This could include providing direct support by offering consultations with your diversity and inclusion team, by inviting suppliers staff to attend LGBTQ+ network group events, or by collaborating on joint outreach activities.

SECTION EIGHT: EXTERNAL ENGAGEMENT

This section comprises of three parts. Part 1 (Community Engagement) examines the outreach activity of the organisation and how it supports wider LGBTQ+ communities. Part 2 (Sector Engagement) examines how the organisation promotes LGBTQ+ equality to other organisations in its sector. Part 3 (Service Delivery) examines how the organisation ensures it meets the needs of any service users or customers.

Entrant	Marks claimed	Marks awarded	Marks claimed, not awarded
Police Service of Northern Ireland	6	4	2
Government & Regulators	16.5	8.5	8
Headquartered in Northern Ireland	19	7	12
Bronze	13	5.5	7.5
Silver	19	8	11

External engagement on LGBTQ+ inclusion is key in making LGBTQ+ members of the public feel supported, supporting local communities, and making prospective LGBTQ+ employees aware of the initiatives that the Police Service of Northern Ireland are involved with.

It is great to see that you use your social media channels to share information about your work towards LGBTQ+ inclusion and demonstrate your commitment to LGBTQ+ equality. We would encourage you to continue promoting these messages over the next year and consider how you can diversify the messages to include a broader range of identities.

Additionally, it is great to see some strong work with the National LGBT Police Network to ensure intersectional LGBTQ+ inclusion is enshrined in all the work you are doing in this space. We look forward to seeing how this work continues to develop in the future.

Looking at the rest of this section, we would recommend undertaking some further work to ensure your engage with the public in an inclusive way. To underpin this work, you could undertake a mapping exercise to understand how LGBTQ+ people engage with the service – this will help you understand any barriers that LGBTQ+ people may face and inform actions you could take to ensure an inclusive experience for all. Actions could include introducing training that specifically addresses the needs of LGBTQ+ people when interacting with the service.

STAFF FEEDBACK QUESTIONNAIRE

As part of the Workplace Equality Index, employees from across the UK take part in Stonewall's Staff Feedback Questionnaire (SFQ).

The SFQ is an anonymous questionnaire that employers share with their staff. The results help us generate each employer's score and gives them a deep understanding of their employees' experiences at work.

Entrant	Marks claimed	Marks awarded	Marks claimed, not awarded
Police Service of Northern Ireland	n/a	2	n/a
Government & Regulators	n/a	7	n/a
Headquartered in Northern Ireland	n/a	6.5	n/a
Bronze	n/a	6.5	n/a
Silver	n/a	7.5	n/a

Stonewall
Acceptance without exception

Police Service of Northern Ireland

Workplace Equality Index Working Group

Wednesday 14th October 2020

[redacted]
Client Account Manager – Northern Ireland

s.F40
s.F40(2)
s.F40(2)(a)
s.F40(2)(b)
s.F40(3)(A)(a)

POLICE SERVICE NORTHERN IRELAND

Today

1. What is the Workplace Equality Index?
2. The structure of the index:
    - Overall changes with the new criteria
    - Introduction of Gold, Silver & Bronze Employer Awards
3. PSNI performance in recent years
4. Suggested areas of focus
5. Time for questions

Stonewall
Acceptance without exception

Workplace Equality Index

Stonewall
Acceptance without exception

The Workplace Equal Index is the UK's leading benchmarking tool for LGBT inclusion in the workplace. Completing the Workplace Equality Index is a voluntary, annual exercise which enables employers to measure, verify and improve their inclusion practice.

Participating employers are asked to demonstrate their work in a number of areas of employment policy and practice. Staff from across the organisation also complete an anonymous survey about their experiences of diversity and inclusion at work.

Each organisation then has their submission marked, scored and ranked by Stonewall's team of workplace experts, resulting in our annual list of Top 100 Employers.

The Workplace Equality Index will next open for submissions in summer 2021 with scores and feedback delivered in early 2022.

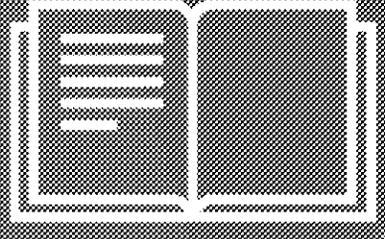
Workplace Equality Index 2018 - 2020

Stonewall
Acceptance without exception

Section	Examining	Full Marks	% value of total score
1	Policies & Benefits	15	7.5
2	The Employee Lifecycle	27	13.5
3	LGBT Employee Network Group	22	11
4	Allies & Role Models	22	11
5	Senior Leadership	17	8.5
6	Monitoring	21	10.5
7	Procurement	17	8.5
8	Community Engagement	20	10
9	Clients, Customers & Service Users	17	8.5
10	Additional Work	2	1
Employee Feedback Survey		20	10
Total		200	100

Stonewall
Acceptance without exception

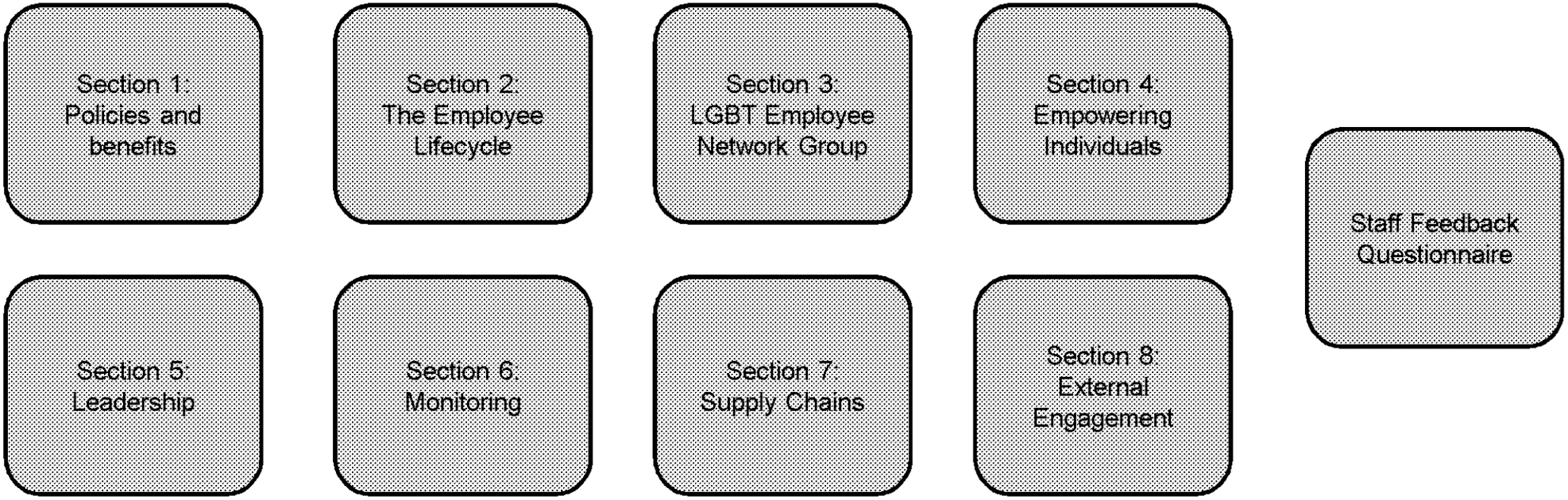
What's changed?



The new criteria: what’s changed?

- New section structure
- Intersectional work
- Non-binary inclusion
- Bi inclusion
- Reaching employees in all locations

New section structure



Workplace Equality Index 2021 onwards

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Acceptance without exception

Section		Marks Available		% of total score	
1	Policies & Benefits	17		8.5%	
2	The Employee Lifecycle	22		11%	
3	LGBT Employee Network Group	26		13%	
4	Empowering Individuals	20		10%	
5	Leadership	18		9%	
6	Monitoring	20		10%	
7	Supple chains	17		8.5%	
8	External Engagement & Service Delivery	40		20%	
		Route 1	**Route 2**	**Route 1**	**Route 2**
	Part 1: Community Engagement	18	36	9%	18%
	Part 2: Sector Engagement	2	4	1%	2%
	Part 3: Service Delivery	20	N/A	10%	N/A
Staff Feedback Questionnaire		20		10%	

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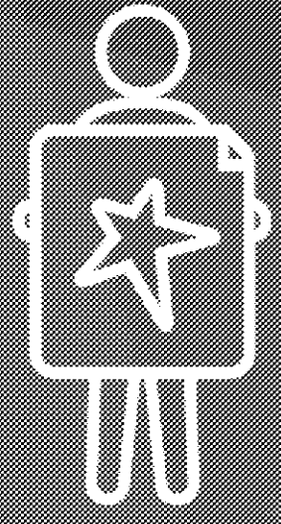
Gold, Silver & Bronze Awards



Award requirements

Stonewall Bronze Employer

- Nine specific criteria
- Bronze overall points threshold (e.g. 40%)
- Bronze bi points threshold (e.g. 40%)
- Bronze trans points threshold (e.g. 40%)

Stonewall Silver Employer

- Silver overall points threshold (e.g. 50%)
- Silver bi points threshold (e.g. 50%)
- Silver trans points threshold (e.g. 50%)

Stonewall Gold Employer

- Gold overall points threshold (e.g. 60%)
- Gold bi points threshold (e.g. 60%)
- Gold trans points threshold (e.g. 60%)

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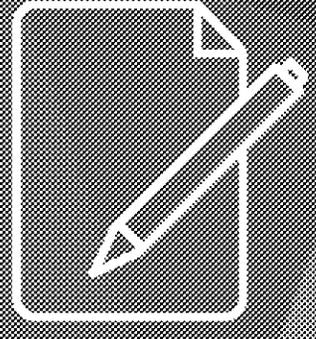
Acceptance without exception

PSNI Performance



Workplace Equality Index

PSNI headline performance

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2018

Total score: 33.5 (out of 200)
Overall rank: 341
Sector rank: 31st
SFQ score: 1 (out of 20)

2019

Total score: 61.5 (out of 200)
Overall rank: 251 (of 445)
Sector rank: 20th (of 29)
SFQ score: 1.5 (out of 20)

2020

Total score: 54 (out of 200)
Overall rank: 314 (of 503)
Sector rank: 20th (of 24)
SFQ score: 0 (out of 20)

Police Service of Northern Ireland

2020 Performance

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Acceptance without exception

	Section	Your score	Total marks	Marks claimed	Marks claimed not awarded	Marks available not awarded	Averages	All entrants	Emergency services sector	Top 100	Top 100 Threshold Entrants
1	Policies and benefits	3.5	15	15	11.5	11.5		6.5	7	10.5	10.5
2	The employee lifecycle	5.5	27	22	16.5	21.5		10	12	17.5	15
3	LGBT employee network group	8.5	22	16	7.5	13.5		9.5	11	17	14.5
4	Allies and role models	3.5	22	8	4.5	18.5		7.5	8	14.5	13
5	Senior leadership	9	17	16	7	8		6	8	12.5	11
6	Monitoring	2	21	8.5	6.5	19		6	7	10.5	8.5
7	Procurement	3	17	7	4	14		4	5.5	10.5	8.5
8	Community engagement	8	20	16	8	12		9	11.5	15.5	13.5
9	Clients, customers and service users	11	17	17	6	6		6	7	12.5	9.5
10	Additional work	0	2	2	2	2		0.5	0.5	1	1
	Staff feedback questionnaire	0	20	n/a		20		10.5	9.5	16	16

Police Service of Northern Ireland

Three year overview

Section	2018		2019		2020	Full Marks
1. Policies & Benefits	3	↑	5.5	↓	3.5	15
2. The employee lifecycle	3.5	↑	7.5	↓	5.5	27
3. LGBT network group	5	↑	11	↓	8.5	22
4. Allies & role models	0	↑	3	↑	3.5	22
5. Senior leadership	2.5	↑	5	↑	9	17
6. Monitoring	3.5	↑	7	↓	2	21
7. Procurement	2	↓	0	↑	3	17
8. Community engagement	8	↑	18	↓	8	20
9. Clients, customers & service users	3	→	3	↑	11	17
10. Additional work	2	↓	0	→	0	2
Employee feedback survey	1	↑	1.5	↓	0	20

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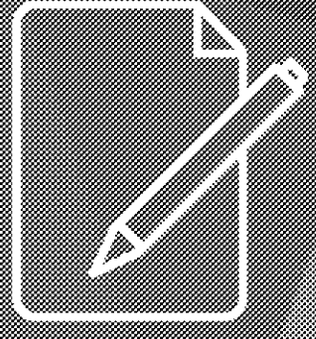
Acceptance without exception

Areas of Focus



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Acceptance without exception

Bronze criteria

- The organisation must have a policy that includes an explicit ban on discrimination, bullying and harassment based on sexual orientation (1.2A)
- The organisation must have a policy that includes an explicit ban on discrimination, bullying and harassment based on gender identity and gender expression (1.2B)
- The organisation must have a policy to support employees who are transitioning with work-related guidance for an employee who is transitioning (1.5A)
- The organisation must have a policy to support employees who are transitioning with work-related guidance for managers and/or HR staff on how to support an employee who is transitioning (1.5D)

Stonewall
Acceptance without exception

Bronze criteria

- The organisation must include a statement on valuing diversity, explicitly inclusive of LGBT people, in all job packs and pages (2.1B)
- When being inducted into the organisation, all new employees must receive an explicit message on the organisation's commitment to LGBT inclusion (2.3A)
- The organisation must provide all-employee training on compliance with its discrimination, bullying and harassment policies, including information about its policy and legislation (2.5A)
- In the past year, information about LGBT identities and experiences must have appeared in internal communications (2.6A/B/C/D)

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Acceptance without exception

Bronze criteria

The organisation must have an LGBT employee network group, a Diversity & Inclusion group with formal LGBT representation, or a formal agreement with an external network in the sector/region (3.1)

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Acceptance without exception

Questions

Stonewall

Stonewall Workplace Equality Index 2018

For any queries about the Workplace Equality Index, contact memberships@stonewall.org.uk

Section 1: Policies and Benefits

This section comprises of 7 questions and examines the policies and benefits the organisation has in place to support LGBT staff. The questions scrutinise the policy audit process, policy content and communication. This section is worth 8% of your total score.

1.1 Does the organisation have an audit process to ensure relevant policies (for example, HR policies) are explicitly inclusive of same-sex couples and use gender neutral language?

GUIDANCE: The audit process should be systematic in its implementation across all relevant policies. Relevant policies include HR policies, for example leave policy.

☐ Yes

☐ No

Please describe the audit process:

State when the process last happened (max 30 words):

Describe the audit process (max 500 words):

Describe any previous outcomes of the audit process (max 500 words):

1.2 Does the organisation have a policy (or policies) which includes the following?

Tick all that apply

Stonewall

GUIDANCE: The policy/policies should clearly state that the organisation will not tolerate discrimination against employees on the grounds of sexual orientation or gender identity. These may be listed along with other protected characteristics. The policy/policies should also demonstrate, through careful wording, a zero-tolerance approach to homophobic, biphobic and transphobic bullying and harassment. They should explicitly include examples of what homophobia, biphobia and transphobia in the workplace may look like.

☐ A. Explicit ban on discrimination based on sexual orientation

☐ B. Explicit ban on discrimination based on gender identity and gender expression

☐ C. Explicit ban on bullying & harassment based on sexual orientation

☐ D. Explicit ban on bullying & harassment based gender identity and gender expression

☐ E. None of the above

Where you have these policies, please provide policy name and paste the relevant policy excerpt:

A. Explicit ban on discrimination based on sexual orientation

Policy Name:

Excerpt (Max 500 words)

B. Explicit ban on discrimination based on gender identity and gender expression

Policy Name:

Excerpt (Max 500 words)

C. Explicit ban on bullying & harassment based on sexual orientation

Policy Name:

Excerpt (Max 500 words)

D. Explicit ban on bullying & harassment based gender identity and gender expression

Policy

Excerpt (Max 500 words)

Stonewall

1.3 Where the organisation has the following policies, do they explicitly state they are applicable to same-sex couples and use gender neutral language?

Tick all that apply

GUIDANCE: The policies should explicitly state that they apply to same-sex couples (or same-gender or non-heterosexual couples). Alternatively, they should explicitly state that they apply regardless of the gender of an employee's partner. The policies should also avoid unnecessarily gendered language and pronouns, for example, by using the term partner instead of husband or wife (as long as you have previously stated what constitutes a partner).

- ☐ 1.3A. Adoption policy
- ☐ 1.3B. Leave policy
- ☐ 1.3C. Maternity policy
- ☐ 1.3D. Paternity policy
- ☐ 1.3E. Shared Parental leave policy
- ☐ None of the above

Please submit the policies ticked with the corresponding number/letter code and policy name in the file name or on the document

Provide a brief (max 200 words) description of the policy/policies you have attached:

1.4 Does the organisation have a policy (or policies) which support employees who are transitioning?

- ☐ Yes
- ☐ No

Does the policy (or policies) in place to support employees who are transitioning cover the following?

Tick all that apply

GUIDANCE: Evidence submitted should demonstrate how information around organisational support for people transitioning is tailored to different employee groups. For guidance on creating a transitioning at work policy, see Stonewall's resource here.

- ☐ 1.4A. Work related guidance for an employee who is transitioning

- ☐ 1.4B. Work related guidance on the process for an employee to change their name and gender marker on workplace systems
- ☐ 1.4C. Work related guidance for HR staff on how to support an employee who is transitioning
- ☐ 1.4D. Work related guidance for managers on how to support an employee who is transitioning
- ☐ 1.4E. Work related guidance for employees on how to support a colleague who is transitioning
- ☐ None of the above

Please submit the policies ticked with the corresponding number/letter code and policy name in the file name or on the document

Provide a brief (max 200 words) description of the policy/policies you have attached:

1.5 Does the organisation have a policy (or policies) in place to support all trans employees, including people with non-binary identities?

- ☐ Yes
- ☐ No

Does the policy (or policies) in place to support all trans employees, including people with non-binary identities cover the following?

Tick all that apply

GUIDANCE: Policies submitted should include clear information around how the organisation supports all trans employees, including non-binary people.

- ☐ A. A clear commitment to supporting all trans people, including those with non-binary identities
- ☐ B. Information on language, terminology and different trans identities
- ☐ C. Guidance on facilities and dress code for non-binary people
- ☐ D. None of the above

Please submit the policies ticked with the corresponding number/letter code and policy name in the file name or on the document

Provide a brief (max 150 words) description of the policy/policies you have attached:

Stonewall

1.6 In the past two years, has the organisation communicated that its policies are LGBT inclusive to all employees?

GUIDANCE: The communication submitted should demonstrate the organisation has informed employees that policies are LGBT inclusive. This may be on a post on an intranet system, but any file or screenshot must demonstrate the reach of the communication and the date is was created.

☐ Yes

☐ No

If yes please submit a communication from the past two years highlighting the relevant content with the corresponding number/letter code (1.6) and communication name in the file name or on the document.

Provide a brief (max 150 words) description of the communication you have attached:

The following question is for information gathering purposes only and is not scored:1.7 Does the organisation provide private healthcare insurance to its employees?

☐ Yes

☐ No

Describe how you ensure that the policy is inclusive of all LGBT identities (and in particular, inclusive of trans people) (max 500 words):

Section 2: The Employee Lifecycle

This section comprises of 9 questions and examines the employee lifecycle within the organisation; from attraction and recruitment through to development. The questions scrutinise how you engage and support employees throughout their journey in your workplace. This section is worth 14% of your total score.

2.1 When advertising for external appointments, how does the organisation attract LGBT talent?

Tick all that apply

GUIDANCE: This question examines the ways in which you attract external LGBT candidates to apply for roles within your organisation.

☐ 2.1A. Advertise or recruit from LGBT/diversity websites/diversity recruitment fairs and events

- ☐ 2.1B. Include a statement around valuing diversity, explicitly inclusive of sexual orientation and gender identity in job packs and pages
- ☐ 2.1C. Supply potential applicants with information about your LGBT employee network group or LGBT inclusion activities
- ☐ 2.1D. Other
- ☐ 2.1E. None of the above

Please submit the policies ticked with the corresponding number/letter code and policy name in the file name or on the document

Describe the evidence submitted (max 200 words):

2.2 What percentage of employees with recruitment responsibilities have been trained on reducing bias and discrimination towards LGBT people in the recruitment cycle?

Select the completion rate for the training

GUIDANCE: The training should reach as many employees who recruit as possible. Training content should explicitly mention examples of discrimination and bias towards LGBT people. Content should also include the steps recruiters can take in eliminating this discrimination and bias. Examples of content you could submit are case studies, e-learning screenshots or PowerPoint presentations.

- ☐ A. 76 – 100 per cent
- ☐ B. 51 – 75 per cent
- ☐ C. 26 – 50 per cent
- ☐ D. 1 – 25 per cent
- ☐ E. No employees completed training

Describe the department or team who deal with recruitment and how you estimate training completion rates (max 500 words):

Describe the format of the training and the content you have submitted (max 500 words):

Stonewall

2.3 What information does the organisation supply to all new employees (external appointments) when being inducted in to the organisation?

Tick all that apply

GUIDANCE: The senior leader message should explicitly call out LGBT inclusion. The content of all options given can be either in person, online, through a video or post, or on paper.

☐ A. Explicit message from senior leader on their commitment to LGBT inclusion

☐ B. Information on the LGBT employee network/allies programme or initiative

☐ C. Information on LGBT inclusive policies

☐ D. None of the above

Briefly describe the induction process and at what point the new starter receives the above information (max 500 words):

2.4 Does the organisation enable non-binary employees to have their identities recognised on workplace systems?

GUIDANCE: Examples include being able to use the title Mx, the option to choose a gender marker other than male or female and the ability to have a passcard with two forms of gender expression present.

☐ Yes

☒ No

Describe how non-binary identities are recognised on workplace systems (max 500 words):

2.5 Does the organisation provide all-employee equality and diversity training which includes the following topics, explicitly covering LGBT people?

Tick the completion rate for the training

GUIDANCE: The training should reach as many employees as possible across your organisation. Training content should explicitly mention LGBT people in the context of each option selected. Examples of content you could submit are case studies, e-learning screenshots or PowerPoint presentations.

	76–100%	51–75%	26–50%	1–25%	None
2.5A. Organisational policy and legislation	☐	☐	☐	☐	☐

2.5B. Language, stereotypes and assumptions	☐	☐	☐	☐	☐
2.5C. Challenging inappropriate behaviour	☐	☐	☐	☐	☐
2.5D. Routes to reporting bullying and harassment	☐	☐	☐	☐	☐

Please submit the relevant content with the corresponding number/letter code and content name in the file name or on the document

Describe how you estimate completion rates (max 500 words):

Describe the format of the training and the content you have submitted (max 500 words):

2.6 In the past year, which of the following messages have appeared in internal communications to all employees?

Tick all that apply

GUIDANCE: Communications submitted should have been sent, or made available to all employees (or as many as geographically possible through the specific communication method). Evidence could include emails and screenshots of intranet posts. IDAHoBiT refers to the International Day Against Homophobia, Biphobia and Transphobia.

- ☐ 2.6A. Information about LGBT History Month, Pride, Spirit Day and/or IDAHoBiT
- ☐ 2.6B. Information about Bi-visibility Day and/or other bi specific events
- ☐ 2.6C. Information about Transgender Day of Visibility, Transgender Day of Remembrance and/or Trans Pride
- ☐ 2.6D. Information about the LGBT Employee Network Group and allies activity
- ☐ None of the above

Please submit the relevant content with the corresponding number/letter code and content name in the file name or on the document

2.7 In the past year, which of the following career development opportunities has the organisation specifically communicated to LGBT employees?

Tick all that apply

GUIDANCE: Communications here can either be specific communications to LGBT people through the employee network group OR an all-employee communication making it clear you welcome LGBT employees on the programmes/opportunities.

☐ A. General leadership and development programmes

☐ B. LGBT specific leadership/professional development programmes

☐ C. LGBT specific seminars and conferences

☐ D. None of the above

A. Describe the programmes and how these programmes are promoted to LGBT employees (max 100 words):

B. Describe the programmes and how these programmes are promoted to LGBT employees (max 100 words):

C. Describe the programmes and how these programmes are promoted to LGBT employees (max 100 words):

2.8 Does the organisation proactively recognise contributions to the LGBT employee network group during employee performance appraisals?

GUIDANCE: The onus should be on the employer/manager to make explicit that network group activity links in with organisational values and count towards diversity goals. Please note, the recognition doesn't have to be financial, but should be systematic and applied to all performance appraisals, not just those of the network leads.

☐ Yes

☐ No

Describe how contributions are recognized (max 300 words):

2.9 Does the organisation identify and act on any LGBT issues raised at exit interviews or on exit surveys?

GUIDANCE: Examples include giving employees an opportunity to raise any issues relating to discrimination they may have experienced in the organisation.

☒ Yes

☐ No

Describe the exit interview/survey process and how LGBT issues would be identified or raised (max 200 words):

Stonewall

If information is provided by the interviewee during the course of the exit interview which causes the interviewer concern i.e. he/she informs the interviewer that he/she is leaving because he/she is being or has been bullied, harassed or alternatively, that he/she has a grievance with a colleague, the interviewer must ask the interviewee to reconsider resigning from his/her position until he/she has had an opportunity to discuss with the interviewer the various methods of redress which the Service can offer him/her via the Service's Bullying & Harassment Procedure or Grievance Procedure.

Describe how any issues raised would be acted upon by the organization (max 200 words):

Should a grievance or bullying & harassment case be lodged and accepted, an investigation would be carried out as per the relevant procedural guidance.

Section 3: LGBT Employee Network Group

This section comprises of 7 questions and examines the activity of your LGBT employee network group. The questions scrutinise its function within the organisation. This section is worth 11% of your total score.

3.1 Does the organisation have an LGBT employee network group for LGBT employees?

☐ 3.1A. Yes, with a defined role and terms of reference

☐ B. No, but we have a formal agreement with an external network in our sector/region

☐ C. We do not have an LGBT employee network group or a formal agreement with an external network in our sector/region

If you have ticked yes, please submit the LGBT employee network group's terms of reference with the corresponding number/letter code in the file name or on the document

Describe the formal agreement and your organisation's role in the network (max 500 words):

3.2 Does the LGBT employee network group have clearly defined yearly objectives?

GUIDANCE: Examples could include holding a certain number of events or campaigns, engaging with different groups of staff across the organisation and collaborating with other organisation's network groups.

☐ Yes

☐ No

List the most recent objectives and progress towards achieving them (max 500 words):

3.3 Which of the following support activities does the LGBT employee network group facilitate?

Tick all that apply

GUIDANCE: The individual support the network offers should be available and advertised to all staff. Consultation on internal policies and practices should be considered as policies which impact upon employee welfare, for example, reviewing an updated adoption policy. Consultation on the organisations broader work refers to organisational outcomes, for example being consulted on a pink media marketing campaign.

- ☐ A. Provide confidential support to all employees on LGBT issues
- ☐ B. Provide support to enable employees to report homophobic, biphobic and transphobic bullying and harassment
- ☐ C. Have been consulted on improving internal policies and practices
- ☐ D. Have been consulted on business development, organisational priorities and/or the organisation broader work
- ☐ E. None of the above

Describe the options selected:

A. Describe the confidential support the group offers and how this is communicated to all staff (max 200 words):

B. Describe how the group offers support to enable employees to report homophobic, biphobic and transphobic bullying and harassment and how this is communicated to all staff (max 200 words):

C. Describe the consultation process and outcome (max 200 words):

D. Describe the consultation process and outcome (max 200 words):

3.4 In the past year, which of the following activities has the LGBT employee network group undertaken?

Tick all that apply

GUIDANCE: 'Awareness raising events' here refers to activities which serve to educate or inform the wider organisation about different sexual orientation or gender identity issues, for example panel discussions, lunch and learns or stalls during diversity events. 'Mentoring or coaching programme' here refers to either a specific programme run by the network, or alternatively an organisation wide programme which proactively incorporates LGBT mentoring with the aid of (and driven by) the network group. 'Reverse mentoring' here refers to a formal process whereby senior employees are reversed mentored by more junior LGBT employees.

- ☐ A. Social networking event for members
- ☐ B. Sexual orientation awareness raising event
- ☐ C. Trans equality awareness raising event
- ☐ D. Collaborated with other LGBT network groups
- ☐ E. Collaborated with other internal network groups
- ☐ F. Mentoring or coaching programme
- ☐ G. Reverse mentoring programme
- ☐ H. Fundraised for an LGBT charity, community group or event
- ☐ I. None of the above

Describe the activities selected and when they occurred:

A. Social networking event for members (max 200 words)

B. Sexual orientation awareness raising event (max 200 words)

C. Trans equality awareness raising event (max 200 words)

D. Collaborated with other LGBT network groups (max 200 words)

E. Collaborated with other internal network groups (max 200 words)

F. Mentoring or coaching programme (max 200 words)

G. Reverse mentoring programme (max 200 words)

H. Fundraised for an LGBT charity, community group or event (max 200 words)

3.5 In the past two years, has the LGBT employee network group held campaigns, initiatives, seminars or events engaging with the following diversity strands?

Tick all that apply

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GUIDANCE: 'Initiatives' and 'campaigns' here refer to specific programmes or projects – online or offline – undertaken to achieve LGBT specific aims in the near-term. For example, creating a series of blog posts during LGBT History Month to highlight homophobia, biphobia and transphobia in sport. Examples include raising awareness of the specific mental health challenges faced by LGBT people during mental health awareness week and profiling prominent trans women on International Women's Day.

- ☐ A. Age
- ☐ B. BAME
- ☐ C. Disability
- ☐ D. Gender
- ☐ E. Low income communities
- ☐ F. Mental health
- ☐ G. Religion
- ☐ H. None of the above

Describe the campaigns, initiatives, seminars or events and when they occurred:

A. Age (max 200 words)

B. BAME (max 200 words)

C. Disability (max 200 words)

D. Gender (max 200 words)

E. Low income communities (max 200 words)

F. Mental Health (max 200 words)

G. Religion (max 200 words)

3.6 In the past year, what initiatives has the LGBT employee network group undertaken to ensure the membership is as diverse as possible?

Tick all that apply

GUIDANCE: Examples provided should clearly demonstrate that the LGBT employee network group is driven in ensuring the membership is representative of many different types of people.

- ☐ A. Implemented a formal mechanism or process to ensure bi and trans issues are covered and engaged with (for example, bi or trans reps)
- ☐ B. Promoted the LGBT employee network group as being open to all employees and inclusive of LGBT people with multiple identities
- ☐ C. Reviewed and evaluated past and future activity to remove barriers to engagement from LGBT people with multiple identities
- ☐ D. Other
- ☐ E. None of the above

Describe the initiatives selected:

A. Implemented a formal mechanism or process to ensure bi and trans issues are covered and engaged with (for example, bi or trans reps) (max 200 words)

B. Promoted the LGBT employee network group as being open to all employees and inclusive of LGBT people with multiple identities (max 200 words)

C. Reviewed and evaluated past and future activity to remove barriers to engagement from LGBT people with multiple identities (max 200 words)

D. Other (max 200 words)

3.7 Has the LGBT employee network group undertaken any additional work in the past year to advance LGBT equality in both your organisation and the wider community?

GUIDANCE: The work detailed here should be additional to the work already covered in other questions.

- ☐ Yes
- ☐ No

Describe the activity and impact (max 300 words):

Stonewall

Section 4: Allies and Role Models

This section comprises of 9 questions and examines the process of engaging allies and promoting role models. The questions scrutinise how the organisation empowers allies and role models, then the individual actions they take. This section is worth 11% of your total score.

Allies

4.1 Does the organisation have a formal programme or initiative to engage all non-LGBT employees to become allies?

GUIDANCE: The programme should be a formal mechanism to engage non-LGBT people with LGBT equality.

- ☐ 4.1A. Yes, as part of our LGBT employee network group
- ☐ 4.1B. Yes, a separate allies network group
- ☐ C. Yes, through another initiative
- ☐ D. No

Describe the allies programme or initiative (max 500 words):

Please submit a communication advertising the allies programme or initiative with the corresponding number/letter code in the file name or on the document

4.2 In the past year, has the organisation held internal awareness raising sessions, campaigns or initiatives specifically for allies which cover the following?

Tick all that apply

GUIDANCE: Content/activity should be tailored for non-LGBT people and run through mechanisms that engage allies.

- ☐ 4.2A. The importance of allies
- ☐ 4.2B. Discrimination towards LGBT people
- ☐ 4.2C. Personal stories from LGBT people
- ☐ 4.2D. Actions they can take to be effective allies
- ☐ E. None of the above

Stonewall

Please submit the relevant content with the corresponding number/letter code and content name in the file name or on the document

Provide a brief (max 200 words) description of the content you have attached:

4.3 Does the organisation enable allies to visibly signal their commitment to LGBT equality?

GUIDANCE: Examples include visual signals such as email signatures, badges, lanyards and mugs.

- ☐ Yes
- ☐ No

Describe how allies can visibly signal their commitment to LGBT equality (max 200 words):

Allies

4.4 In the past year, which of the following activities have allies engaged in?

Tick all that apply

GUIDANCE: 'Helped organise' here, refers to allies taking an active involvement in the planning and execution of events. It does not mean allies simply turning up to events.

- ☐ A. Participated in LGBT network group activities
- ☐ B. Helped organise a sexual orientation equality awareness raising event
- ☐ C. Helped organise a trans equality awareness raising event
- ☐ D. Recruited other allies
- ☐ E. Coached or mentored other allies
- ☐ F. Other
- ☐ G. None of the above

Describe the activities selected:

A. Participated in LGBT network group activities (max 200 words)

B. Helped organise a sexual orientation equality awareness raising event (max 200 words)

C. Helped organise a trans equality awareness raising event (max 200 words)

D. Recruited other allies (max 200 words)

E. Coached or mentored other allies (max 200 words)

F. Other (max 200 words)

4.5 Does the organisation support all non-trans employees (including lesbian, gay and bi employees) to become trans allies through training, programmes and/or resources?

GUIDANCE: Examples can include information booklets, programmes or training, but must focus specifically on being an ally to trans people.

☐ Yes

☐ No

Describe the training, programmes and/or resources (max 500 words):

LGBT Role Models

4.6 Does the organisation support LGBT employees at all levels to become visible role models through training, programmes and/or resources?

GUIDANCE: Examples can include role model and information booklets, programmes or training, but must focus specifically on steps LGBT people can take to become active role models.

☐ Yes

☐ No

Describe the training, programmes and/or resources (max 500 words):

4.7 In the past year, have any visible LGBT role models at board level from the organisation been profiled?

GUIDANCE: For information about what is meant by board level, see appendix 1 of this document. Within the profiling opportunity, the person's sexual orientation and gender identity must be clear. It should not be left up to the reader or viewer to make assumptions.

☐ Yes

☐ No

Submit evidence where you have profiled the person/s in the last year:

4.8 In the past year, have any visible LGBT role models at senior management level from the organisation been profiled?

Tick all that apply

GUIDANCE: For information about what is meant by senior management level, see appendix 1 of this document. Within the profiling opportunity, the person's sexual orientation and gender identity must be clear. It should not be left up to the reader or viewer to make assumptions.

☐ 4.8A. Lesbian

☐ 4.8B. Gay

☐ 4.8C. Bi

☐ 4.8D. Trans

☐ E. None of the above

Please submit evidence where you have profiled the person/s in the last year with the corresponding number/letter code and content name in the file name or on the document

LGBT Role Models

4.9 In the past 18 months, has the organisation profiled visible role models from the following communities? Tick all that apply.

Tick all that apply

GUIDANCE: Within the profiling opportunity, the person's identity must be clear. It should not be left up to the reader or viewer to make assumptions.

- ☐ 4.9A. Gay people or lesbians
- ☐ 4.9B. Bi people
- ☐ 4.9C. Binary trans people (e.g. trans men and trans women)
- ☐ 4.9D. Non-binary trans people (e.g. genderfluid and genderqueer people)
- ☐ 4.9E. Older LGBT people
- ☐ 4.9F. Young LGBT people
- ☐ 4.9G. Disabled LGBT people
- ☐ 4.9H. BAME LGBT people
- ☐ 4.9I. LGBT people of faith
- ☐ 4.9J. LGBT people being open about their mental health and wellbeing challenges
- ☐ 4.9K. LGBT parents
- ☐ 4.9L. None of the above

Please submit evidence where you have profiled the person/s in the last 18 months with the corresponding number/letter code and content name in the file name or on the document

Section 5: Senior Leadership

This section comprises of 4 questions and examines how the organisation engages senior leaders. The questions scrutinise how the organisation empowers senior leaders at different levels, then the individual actions they take. Within this section, senior leaders are split between two levels - board level and senior management. This section is worth 9% of your total score.

Board level staff

5.1 How does the organisation support board level employees to understand the issues that affect LGBT people?

Tick all that apply

GUIDANCE: The support given should be systematic in its implementation.

- ☐ A. Reverse mentoring opportunities for board level employees
- ☐ B. Promote LGBT specific conferences or seminars to the board level employees
- ☐ C. Other

☐ D. None of the above

Describe each option selected:

A. Reverse mentoring opportunities for board level employees (max 200 words)

B. Promote LGBT specific conferences or seminars to the board level employees (max 200 words)

C. Other (max 200 words)

5.2 In the past year, which of the following activities have members of the board engaged in?

Tick all that apply

GUIDANCE: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee network group should be systematic and not ad hoc.

☐ A. Communicated a strong message on sexual orientation equality

☐ B. Communicated a strong message on trans equality

☐ C. Met periodically with the LGBT employee network group

☐ D. Reviewed top line LGBT monitoring reports and actions

☐ E. Spoken at an internal LGBT event

☐ F. Spoken at an external LGBT event

☐ G. Engaged with senior management to discuss LGBT equality

☐ H. Reviewed and/or approved an LGBT inclusion strategy

☐ I. Attended an external LGBT event, for example Pride

☐ J. Other

☐ K. None of the above

Describe each option selected:

A. Communicated a strong message on sexual orientation equality (max 200 words)

B. Communicated a strong message on trans equality (max 200 words)

C. Met periodically with the LGBT staff network group (max 200 words)

D. Reviewed top line LGBT monitoring reports and actions (max 200 words)

E. Spoken at an internal LGBT event (max 200 words)

F. Spoken at an external LGBT event (max 200 words)

G. Engaged with senior management to discuss LGBT equality (max 200 words)

H. Reviewed and/or approved an LGBT inclusion action plan (max 200 words)

I. Attended an external LGBT event, for example Pride (max 200 words)

J. Other (max 200 words)

Please list the names and job titles of the individuals named above. Please ensure you have strict permission from them for their name to appear in this submission.

	Name	Job title
Person 1		
Person 2		
Person 3		
Person 4		
Person 5		

Senior Management level staff

5.3 How does the organisation support senior management to understand the issues that affect LGBT people?

Tick all that apply

GUIDANCE: The support given should be systematic in its implementation.

- ☐ A. Reverse mentoring opportunities for senior management level employees
- ☐ B. Promote LGBT specific conferences or seminars to senior management level employees
- ☐ C. Other
- ☐ D. None of the above

Describe each option selected:

A. Reverse mentoring opportunities for senior management level employees (max 200 words)

B. Promote LGBT specific conferences or seminars to senior management level employees (max 200 words)

C. Other (max 200 words)

5.4 In the past year, which of the following activities have senior management engaged in? Tick all that apply.

Tick all that apply

GUIDANCE: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee network group should be systematic and not ad hoc.

- ☐ A. Communicated a strong message on sexual orientation equality
- ☐ B. Communicated a strong message on trans equality
- ☐ C. Met periodically with the LGBT employee network group
- ☐ D. Reviewed top line LGBT monitoring reports and actions
- ☐ E. Spoken at an internal LGBT event
- ☐ F. Spoken at an external LGBT event
- ☐ G. Engaged with the board to discuss LGBT equality
- ☐ H. Reviewed and/or approved an LGBT inclusion strategy
- ☐ I. Attended an external LGBT event, for example Pride
- ☐ J. Mentored or coached other senior leaders
- ☐ K. Other
- ☐ L. None of the above

Stonewall

Describe each option selected:

A. Communicated a strong message on sexual orientation equality (max 200 words)

B. Communicated a strong message on trans equality (max 200 words)

C. Met periodically with the LGBT staff network group (max 200 words)

D. Reviewed top line LGBT monitoring reports and actions (max 200 words)

E. Spoken at an internal LGBT event (max 200 words)

F. Spoken at an external LGBT event (max 200 words)

G. Engaged with the board to discuss LGBT equality (max 200 words)

H. Reviewed and/or approved an LGBT inclusion action plan (max 200 words)

I. Attended an external LGBT event, for example Pride (max 200 words)

J. Mentored or coached other senior leaders (max 200 words)

K. Other (max 200 words)

Please list the names and job titles of the individuals named above. Please ensure you have strict permission from them for their name to appear in this submission.

	Name	Job title
Person 1		
Person 2		
Person 3		
Person 4		
Person 5		

Stonewall

Section 6: Monitoring

This section comprises of 7 questions and examines how the organisation monitors its employees. The questions scrutinise data collection methods, analysis and outcomes. This section is worth 11% of your total score.

6.1 Does the organisation gather data on employee sexual orientation on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

☒ Yes

☐ No

Copy and paste the question/s you ask and options staff can select (max 500 words):

All applicants to the PSNI are asked to complete an Equality Monitoring form, and one of the personal characteristics monitored is Sexual Orientation. When the applicant becomes an appointee the information is then transferred to their personal record on the HR system. The question on the monitoring form is as follows:

'Under the Employment Equality (Sexual Orientation) Regulations (NI) 2003 it is unlawful for employers to discriminate against a person on the grounds of sexual orientation. In order to monitor potential employees, you are requested to complete the section below. Are You?'

Heterosexual Bi – Sexual Gay/Lesbian Prefer not to say

6.2 Does the organisation gather data on employee gender identity, including trans and non-binary identities, on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

☐ Yes

☒ No

Copy and paste the question/s you ask and options staff can select (max 500 words):

6.3 Does the organisation monitor and analyse from application to appointment the success rate of LGBT applicants?

GUIDANCE: This refers to external appointments to the organisation and comparing applicant diversity forms to new starter diversity forms.

☒ Yes

☐ No

Please submit the most recent data showing analysis of application to appointment by sexual orientation and trans identity with the corresponding number/letter code (6.3) and content name in the file name or on the document

Describe who the analysis is seen by and action taken (max 500 words):

Data from the most recently completed police officer recruitment campaign is as follows:

LGB Applicants = 4.12% LGB Appointees = 2.49%

Data is shared with Resourcing Branch

6.4 Does the organisation monitor and analyse through a HR system, the spread of LGBT people at different pay grades and levels?

GUIDANCE: The system of data collection cannot be through an anonymous staff satisfaction survey.

☐ Yes

☒ No

Please submit the most recent data showing analysis of pay levels and grades with the corresponding number/letter code (6.4) and content name in the file name or on the document

Describe who the analysis is seen by and action taken (max 500 words):

6.5 When running staff satisfaction surveys, does the organisation break down and analyse the satisfaction of LGBT employees?

GUIDANCE: This can be through collecting diversity data on a staff satisfaction survey.

☐ Yes

☒ No

Please submit the most recent staff satisfaction data with the corresponding number/letter code (6.5) and content name in the file name or on the document

Describe who the analysis is seen by and action taken (max 500 words):

6.6 What proportion of employees have disclosed their sexual orientation (straight, lesbian, gay, bi and those who wish to use their own term) through a HR system?

Tick one

GUIDANCE: The proportion should not include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

- ☐ 90-100%
- ☐ 80-89%
- ☒ 70-79%
- ☐ 60-69%
- ☐ 50-59%
- ☐ Under 50%
- ☐ We do not monitor

Please submit reports or data demonstrating the declaration rate with the corresponding number/letter code (6.6) and content name in the file name or on the document

Provide a brief description of the report you have submitted (max 500 words):

As at 01/09/2017 79% (5330 officers out of a total of 6764) of regular police officers have disclosed their sexual orientation

6.7 What proportion of employees have disclosed their gender identity (non-trans and trans) through a HR system? Tick one.

Tick one

GUIDANCE: The proportion should not include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

- ☐ 90-100%
- ☐ 80-89%
- ☐ 70-79%
- ☐ 60-69%
- ☐ 50-59%
- ☐ Under 50%
- ☒ We do not monitor

Please submit reports or data demonstrating the declaration rate with the corresponding number/letter code (6.7) and content name in the file name or on the document

Provide a brief description of the report you have submitted (max 200 words):

Section 7: Procurement

This section comprises of 4 questions and examines how the organisation affects change in its supply chain. The questions scrutinise the steps taken to ensure LGBT inclusive suppliers are procured and held to account. This section is worth 9% of your total score.

7.1 Does the organisation train or give guidance to the person/team responsible for procurement around diversity and inclusion outcomes, inclusive of LGBT equality?

GUIDANCE: Examples can include information booklets, programmes or training, but must explicitly mention sexual orientation and gender identity equality in relation to procuring services.

- ☐ Yes
- ☐ No

Describe the role or team responsible for procurement (max 200 words):

Describe the diversity and inclusion training or guidance they receive (max 200 words):

7.2 Before awarding a contract, does the organisation scrutinise the following in the tender process?

Tick all that apply

GUIDANCE: Although it would be best practice, these criteria do not need to be deciding factors when awarding contracts. They should however still be scrutinised and appropriate action taken if the contract is awarded.

- ☐ A. Whether the potential supplier has a policy which explicitly bans discrimination/bullying and harassment based on sexual orientation or gender identity
- ☐ B. Whether the potential supplier has equality training which is explicitly inclusive of sexual orientation and gender identity
- ☐ C. None of the above

Describe the options selected below:

A. Describe how the organisation scrutinises the potential suppliers policies (max 500 words):

B. Describe how the organisation scrutinises potential suppliers equality training (max 500 words):

7.3 Once a contract is awarded, how does the organisation hold the supplier to account?

Tick all that apply

GUIDANCE: The slot in supplier monitoring meetings does not have to be specifically for LGBT related issues, but should be inclusive of them.

- ☐ A. Include a broad diversity and inclusion slot in contract monitoring meetings inclusive of LGBT issues
- ☐ B. Monitor and analyse LGBT related feedback on supplier
- ☐ C. None of the above

Describe the options selected below:

A. Describe how D&I; outcomes are included within contract monitoring meetings (max 500 words):

B. Describe how the organisation monitors and analyses feedback around suppliers from LGBT people (max

500 words):

7.4 In the past year, how has the organisation engaged or collaborated with its suppliers? Tick all that apply.

Tick all that apply

GUIDANCE: Joint LGBT diversity and inclusion training can also include sharing training with your suppliers.

- ☐ A. Joint LGBT diversity and inclusion training
- ☐ B. Invite suppliers' employees to take part in LGBT employee network group events
- ☐ C. Joint community outreach projects targeting LGBT people
- ☐ D. Share best practice and policy around LGBT inclusion
- ☐ E. None of the above

Describe the options selected below:

A. Describe the joint training (max 500 words):

B. Describe the invitation to suppliers' employees to take part in network group activity (max 500 words):

C. Describe the joint outreach project (max 500 words):

D. Describe how you share best practice with suppliers (max 500 words):

Section 8: Community Engagement

This section comprises of 4 questions and examines the outreach activity of the organisation. The questions scrutinise how the organisation demonstrates its commitment to the wider community and the positive impact it has. This section is worth 10% of your total score.

8.1 In the past year, has the organisation utilised its social media accounts and online presence to demonstrate its commitment to LGBT equality?

GUIDANCE: The social media accounts here should be the ones with the widest reach. This question examines how you demonstrate to the largest possible audience that your organisation is committed to LGBT equality. The two social media posts submitted (for example tweets), should be across a year and not concentrated on one event. The evidence can be an LGBT employee network group being re-posted by an account with bigger reach.

☐ Yes

☐ No

Describe the activity (max 500 words):

Please submit screenshots of social media activity with the corresponding number/letter code (8.1) and content name in the file name or on the document

8.2 Which of the following outreach activities has the organisation taken part in the last year? Tick all that apply.

Tick all that apply

GUIDANCE: Sponsored or supported can include in-kind gifts and donations, for example providing a meeting room for a group, and doesn't have to be directly financial (i.e. giving money). The support of a campaign to tackle homophobia, biphobia and transphobia needs to be externally facing and not an internal awareness raising event.

☐ A. Sponsored or supported LGB community group/s

☐ B. Sponsored or supported trans community group/s

☐ C. Sponsored or supported LGB community event/s

☐ D. Sponsored or supported trans community events

☐ E. Supported campaign/s to tackle hate crime or homophobic, biphobic and transphobic bullying

☐ F. None of the above

Describe each option selected:

A. Sponsored or supported LGB community group/s (max 250 words)

B. Sponsored or supported trans community group/s (max 250 words)

C. Sponsored or supported LGB community event/s (max 250 words)

D. Sponsored or supported trans community events (max 250 words)

E. Supported campaign/s to tackle hate crime or homophobic, biphobic and transphobic bullying (max 250 words)

8.3 In the past year, have you collaborated with other organisations in your region or sector on an initiative to promote LGBT equality in the wider community?

GUIDANCE: The initiative can be a one-off or on-going project.

☐ Yes

☐ No

Complete the following:

Name the organisation/s you collaborated with (max 200 words):

Describe the collaboration or initiative (max 200 words):

Describe the impact of the collaboration or initiative (max 200 words):

8.4 Has your organisation done any further work in the past year to promote LGBT equality in the wider community?

GUIDANCE: Activity here should be additional to anything already mentioned in the submission.

☐ Yes

☐ No

Describe the activity and impact (max 500 words):

Section 9: Clients, Customers and Service Users

This section comprises of between 3-5 questions and examines how the organisation engages with clients, customers, services users or partners. In order to begin this section, choose which sector best describes the organisation below. This section is worth 9% of your total score.

Please choose the option that best describes your organisation:

☐ A. Public or third sector with service users

☐ B. Public or third sector non-service provision

☐ C. Private sector with customers

☐ D. Private sector with clients

Public or third sector with service users

9A.1 In the past 3 years, has the organisation examined the service user journey to ensure there are no barriers to access for LGBT people?

GUIDANCE: This should be a formal mapping process of the touch points of the service user and the service.

☐ Yes

☐ No

Describe the process by which you examined the service user journey (max 500 words):

Describe the outcome and impact (max 500 words):

9A.2 Does the organisation collect sexual orientation and gender identity monitoring information for service users to allow for the following analysis? Tick all that apply.

Tick all that apply

GUIDANCE: You should demonstrate how you collect the data and how it is analysed.

☐ A. Assess whether LGBT people are accessing your services

☐ B. Assess the satisfaction of your LGBT service users in comparison to other groups

☐ C. None of the above

Describe the options selected:
9.1A. Assess whether LGBT people are accessing your services (max 500 words):

9.1B. Assess the satisfaction of your LGBT service users in comparison to other groups (max 500 words):

Please submit analysis reports for option A and or B with the corresponding number/letter code and content name in the file name or on the document

9A.3 Has the organisation consulted with LGBT service users in the past 3 years to tailor the services to their needs?

GUIDANCE: The consultation should have involved all LGBT identities.

☐ Yes

☐ No

Complete the following:
A. Describe the consultation process (max 500 words):

B. Describe the outcome and how services were tailored to the needs of LGBT people (max 500 words):

9A.4 What percentage of frontline employees have been trained on reducing bias and discrimination towards LGBT service users?

Select the completion rate for the training
GUIDANCE: The training should reach as many frontline employees as possible. Training content should explicitly mention examples of discrimination and bias towards LGBT service users. Content should also include the steps frontline employees can take in eliminating this discrimination and bias. Examples of content you could submit are case studies, e-learning screenshots or PowerPoint presentations.

- ☐ A. 76 - 100 per cent
- ☐ B. 51 - 75 per cent
- ☐ C. 26 - 50 per cent
- ☐ D. 1 - 25 per cent
- ☐ E. No training completed

Describe how you estimate completion rates (max 500 words):

Describe the format of the training and the content you have submitted (max 500 words):

Please submit training content with the corresponding number/letter code (9A.4) and content name in the file name or on the document

9A.5 In the past year, has the organisation communicated its services as being explicitly LGBT inclusive?

GUIDANCE: The communication can be digital or physical.

- ☐ Yes
- ☐ No

Describe the reach of the communication (max 500 words):

Please submit an example communication with the corresponding number/letter code (9A.5) and content name in the file name or on the document

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Public or third sector with non-service provision

9B.1 In the past year, has the organisation promoted LGBT equality and diversity in its sector?

GUIDANCE: This can include at network-of-network forums and other D&I; initiatives and events.

☐ Yes

☐ No

Describe how the organisation has promoted LGBT equality in its sector (max 500 words):

9B.2 In the past year, has the organisation encouraged partners to take part in diversity programmes or assessments?

GUIDANCE: 'Partners' here refer to other organisations which are not suppliers which the organisation might collaborate with.

☐ Yes

☐ No

Describe how the organisation has encouraged partners to take part in diversity programmes and initiatives (max 500 words):

9B.3 In the past year, has the organisation invited partners to take part in in-house LGBT initiatives or events?

GUIDANCE: The events or initiatives should be organised and held by the organisation.

☐ Yes

☐ No

Describe how the organisation has invited partners to take part in in-house initiatives (max 500 words):

Stonewall

Private sector with customers

9C.1 In the past 3 years, has the organisation examined the customer journey to ensure there are no barriers to LGBT people accessing products or services?

GUIDANCE: This should be a formal mapping process of the touch points of the customer and the service or product.

☐ Yes

☐ No

Describe the process by which you examined the customer journey (max 500 words):

Describe the outcome and impact (max 500 words):

9C.2 Does the organisation systematically monitor the number of LGBT related complaints made by customers?

GUIDANCE: You should demonstrate how you collect the data and how it is analysed.

☐ Yes

☐ No

Describe the process (max 500 words):

Please submit an analysis report with the corresponding number/letter code (9C.2) and content name in the file name or on the document

9C.3 Has the organisation consulted with LGBT customers in the past 3 years to tailor products to their needs?

GUIDANCE: The consultation should have involved all LGBT identities.

☐ Yes

☐ No

Stonewall

Complete the following:

Describe the consultation process (max 500 words):

Describe the outcome and how the product/service was tailored to the needs of LGBT people (max 500 words):

9C.4 What percentage of frontline employees have been trained on reducing bias and discrimination towards LGBT customers? Tick the completion rate for the training.

Select the completion rate for the training

GUIDANCE: The training should reach as many frontline employees as possible. Training content should explicitly mention examples of discrimination and bias towards LGBT customers. Content should also include the steps frontline employees can take in eliminating this discrimination and bias. Examples of content you could submit are case studies, e-learning screenshots or PowerPoint presentations.

- ☐ A. 76 - 100 per cent
- ☐ B. 51 - 75 per cent
- ☐ C. 26 - 50 per cent
- ☐ D. 1 - 25 per cent
- ☐ E. No training completed

Describe how you estimate completion rates (max 500 words):

Describe the format of the training and the content you have submitted (max 500 words):

Please submit training content with the corresponding number/letter code (9C.4) and content name in the file name or on the document

9C.5 In the past year, which of the following advertising opportunities has the organisation undertaken? Tick all that apply.

GUIDANCE: Advertisements can be online or in print.

☐ A. Included LGBT representation within mainstream adverts

☐ B. Targeted advertising through LGBT media

☐ C. None of the above

Complete the following:

A. Describe the content submitted (max 500 words):

B. Describe the content submitted (max 500 words):

Please submit the advertisements with the corresponding number/letter code (9C.5) and content name in the file name or on the document

Private sector with clients

9D.1 In the past year, has the organisation specifically prospected clients who are committed to LGBT equality and diversity?

GUIDANCE: Prospecting here refers to searching for or seeking potential clients who are committed to LGBT equality and diversity.

☐ Yes

☐ No

Describe the activity (max 500 words):

9D.2 What percentage of employees who engage with clients have been trained on reducing bias and discrimination towards LGBT clients? Tick the completion rate for the training.

Select the completion rate for the training

GUIDANCE: The training should reach as many employees who engage with clients as possible. Training content should explicitly mention examples of discrimination and bias towards LGBT clients. Content should also include the steps employees can take in eliminating this discrimination and bias. Examples of content you could submit are case studies, e-learning screenshots or PowerPoint presentations.

- ☐ A. 76 - 100 per cent
- ☐ B. 51 - 75 per cent
- ☐ C. 26 - 50 per cent
- ☐ D. 1 - 25 per cent
- ☐ E. No training completed

Please submit training content with the corresponding number/letter code (9D.2) and content name in the file name or on the document

Describe how you estimate completion rates (max 500 words):

Describe the format of the training and the content you have submitted (max 500 words):

9D.3 In the past year, has the organisation invited clients to take part in in-house LGBT initiatives or events?

GUIDANCE: The events or initiatives should be organised and held by the organisation.

- ☐ Yes
- ☐ No

Describe the activity (max 500 words):

9D.4 In the past year, has the organisation promoted LGBT equality and diversity in its sector?

GUIDANCE: This can include at network-of-network forums and other D&I; initiatives and events.

- ☐ Yes
- ☐ No

Describe the activity (max 500 words):

Stonewall

9D.5 In the past year, has the organisation been promoted as LGBT inclusive when pitching for business?

GUIDANCE: Examples include displaying or talking about your LGBT diversity credential when pitching.

☐ Yes

☐ No

Describe the activity (max 500 words):

Section 10: Additional work

This section is your opportunity to tell us about any additional work the organisation has carried out over the past year.

10.1 Has the organisation done any further work in the past year to improve the working environment for LGBT staff?

GUIDANCE: The activity detailed here should not have been mentioned anywhere else in the submission. This section is worth 1% of your total score.

☐ Yes

☐ No

Describe the activity and impact (max 500 words):

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APPENDIX 1: BOARD AND SMT LEVELS

Section 5 (senior leadership) requires you to describe activity relating to two different levels within your organisation - these are board and senior management team (SMT) level. The purpose of differentiating two levels is to ensure maximum visibility of messages and to demonstrate commitment from the whole of the leadership of the organisation.

Stonewall recognise that different organisations both across and within sectors have varied employee structures and hierarchies. Below is guidance on what we're looking for when we refer to board and SMT level.

BOARD

By board we refer to the governing body or its equivalent within an organisation, e.g. councillors, trustees and non-executive board. All individuals mentioned must be on the GB board or CEO level.

Examples:
Legal sector partnership organisations – Senior Partner or managing partner
Colleges – Governors or Principal
Local government – Councillors, Elected Members or Chief Executive

SENIOR MANAGEMENT TEAM (SMT)

By senior management team we refer to the highest day-to-day decision making body within an organisation, e.g. directors and chief executives. All individuals mentioned must be on the GB senior management team.

Examples:
Legal sector partnership organisations – Partner
Colleges – Departmental Directors or Heads of Department
Local government – Chief Operating Officer, HR Director or Strategic Directors

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Please note that if these two levels do not fit neatly with your organisation, you may choose different ones, but must explain within the questions the rationale behind the levels you have chosen. It is at Stonewall's discretion during the review process as to whether the levels meet the spirit of the questions.

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APPENDIX 2: KEY DATES

2018 WORKPLACE EQUALITY INDEX

MONDAY 12 JUNE: Stonewall Submit opens for submissions to the 2018 Workplace Equality Index

- The submission criteria are released, you are able to sign-up to the Stonewall Submit website and begin your submission

MONDAY 3 JULY: Staff feedback questionnaire opens

- The staff feedback questionnaire is released - you'll receive an email with information about the questionnaire, in addition to your organisation's unique code

FRIDAY 8 SEPTEMBER: Submission deadline

- The deadline for completing your submission is 17.00 GMT on Friday 8 September
- It is not guaranteed that any submission made after this date will be reviewed

FRIDAY 3 NOVEMBER: Staff feedback questionnaire closes

- The staff feedback questionnaire closes for response - staff will no longer be able to complete the questionnaire

JANUARY 2018: Top 100 Employers results launch

- Participants will be informed of their organisation's score and rank in the first two weeks of January 2018
- Employers who have achieved a place in the Top 100 and those individuals and groups who have won awards, will be invited to a launch event in late January 2018

FEBRUARY - APRIL 2018: Feedback meetings

- Account Managers will contact Diversity Champions to arrange a meeting to deliver feedback on their Index submissions

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2018 GLOBAL WORKPLACE EQUALITY INDEX

Submissions to the 2018 Global Workplace Equality Index will open in autumn 2017.

Stonewall

APPENDIX 3: DATA PROTECTION AND PRIVACY STATEMENT

This privacy policy sets out how Stonewall uses and protects any information that you give Stonewall when you use this website.

Stonewall is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Stonewall may change this policy from time to time by updating this webpage: https://stonewallsubmit.fluidreview.com/res/p/dataprotection/. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 12/06/2017.

What we ask you to submit

Whilst registering and completing a submission, we may ask you to submit the following information:

- Names and job titles
- Contact information including email address
- Demographic information such as postcodes
- Information and files as supporting evidence for submissions such as:
- Policies
- Communications
- Screenshots of intranet posts
- Descriptions of processes and ways of working

Please note that whilst completing your submission you make be asked to provide pieces of evidence which include personal details, such as profiles of individuals. It is your responsibility to ensure you have the permission of the individual to share this information with Stonewall.

What we do with the information you submit

Stonewall may use the information you submit for the following purposes related to the Workplace Equality Index and to further LGBT equality and inclusion in the workplace:

- Stonewall will use the information you submit to review, score and rank your organisation in comparison to other entrants
- The information supplied is confidential between Stonewall and the applicant/organisation.
- Any ranks outside of the Top 100 will remain confidential between Stonewall and the applicant/organisation
- Any scoring or comments made on the submission is confidential between Stonewall and the applicant/organisation, except for purposes outlined below.
- Aggregated scores, information and data may be used to identify national, regional and sector trends and patterns of work. This information may be published in Stonewall resources. Where individual organisations or individuals are named, permission to do so will be sought
- Individual practice, where deemed good practice by Stonewall, may be shared with other organisations either directly through Stonewall Account Managers, or within resources produced by Stonewall. Before any practice is shared, permission will be sought from the organisation in question
- Demographic data about your organisation, for example number of employees, will be used for internal record keeping and to improve our offers and services

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We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal and organisational information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Stonewall, Data Officer, 192 St John Street, London, EC1V 4JY.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address or memberships@stonewall.org.uk. We will promptly correct any information found to be incorrect.

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Stonewall Workplace Equality Index 2019

For any queries about the Workplace Equality Index, contact memberships@stonewall.org.uk

Section 1: Policies and Benefits

This section comprises of 7 questions and examines the policies and benefits the organisation has in place to support LGBT staff. The questions scrutinise the policy audit process, policy content and communication. This section is worth 8% of your total score.

1.1 Does the organisation have an audit process to ensure relevant policies (for example, HR policies) are explicitly inclusive of same-sex couples and use gender neutral language?

GUIDANCE: The audit process should be systematic in its implementation across all relevant policies. Relevant policies include HR policies, for example leave policies.

☐ Yes

☐ No

Please describe the audit process.

State when the process last happened (max 30 words):

Describe the audit process (max 500 words):

Describe any previous outcomes of the audit process (max 500 words):

1.2 Does the organisation have a policy (or policies) which includes the following?

Tick all that apply

GUIDANCE: The policy/policies should clearly state that the organisation will not tolerate discrimination against employees on the grounds of sexual orientation or gender identity and/or trans identity. These may be listed along with other protected characteristics. The policy/policies should also demonstrate, through careful wording, a zero-tolerance approach to homophobic, biphobic and transphobic bullying and harassment. They should explicitly include examples of what homophobia, biphobia and transphobia in the workplace may look like.

☐ A. Explicit ban on discrimination based on sexual orientation

- ☐ B. Explicit ban on discrimination based on gender identity and gender expression
- ☐ C. Explicit ban on bullying & harassment based on sexual orientation
- ☐ D. Explicit ban on bullying & harassment based gender identity and gender expression
- ☐ None of the above

Where you have these policies, please provide policy name and paste the relevant policy excerpt:

A. Explicit ban on discrimination based on sexual orientation
Policy Name:
Excerpt (Max 500 words)

B. Explicit ban on discrimination based on gender identity and gender expression
Policy Name:
Excerpt (Max 500 words)

C. Explicit ban on bullying & harassment based on sexual orientation
Policy Name:
Excerpt (Max 500 words)

D. Explicit ban on bullying & harassment based gender identity and gender expression
Policy
Excerpt (Max 500 words)

1.3 Where the organisation has the following policies, do they explicitly state they are applicable to same-sex couples and use gender neutral language?

Tick all that apply

GUIDANCE: Where applicable, the policies should explicitly state that they apply to same-sex couples (or same-gender or non-heterosexual couples). Alternatively, they should explicitly state that they apply regardless of the gender of an employee's partner. The policies should also avoid unnecessarily gendered language and pronouns, for example, by using the term partner instead of husband or wife (as long as you have previously stated what constitutes a partner).

- ☐ 1.3A. Adoption policy
- ☐ 1.3B. Special or Compassionate Leave policy
- ☐ 1.3C. Maternity policy
- ☐ 1.3D. Paternity policy
- ☐ 1.3E. Shared Parental leave policy
- ☐ None of the above

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Please submit the policies ticked with the corresponding number/letter code and policy name in the file name or on the document.

Provide a brief (max 200 words) description of the policy/policies you have attached:

1.4 Does the organisation have a policy (or policies) which support employees who are transitioning?

- ☐ Yes
- ☐ No

Does the policy (or policies) in place to support employees who are transitioning cover the following?

Tick all that apply

GUIDANCE: Evidence submitted should demonstrate how information around organisational support for people transitioning is tailored to different employee groups. For guidance on creating a transitioning at work policy, see Stonewall's resource here.

- ☐ 1.4A. Work related guidance for an employee who is transitioning
- ☐ 1.4B. Work related guidance on the process for an employee to change their name and gender marker on workplace systems
- ☐ 1.4C. Work related guidance for HR staff on how to support an employee who is transitioning
- ☐ 1.4D. Work related guidance for managers on how to support an employee who is transitioning
- ☐ 1.4E. Work related guidance for employees on how to support a colleague who is transitioning
- ☐ None of the above

Please submit the policies ticked with the corresponding number/letter code and policy name in the file name or on the document.

Provide a brief (max 200 words) description of the policy/policies you have attached:

1.5 Does the organisation have a policy (or policies) in place to support all trans employees, including people with non-binary identities?

- ☐ Yes
- ☐ No

Does the policy (or policies) in place to support all trans employees, including people with non-binary identities cover the following?

Tick all that apply

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GUIDANCE: Policies submitted should include clear information around how the organisation supports all trans employees, including non-binary people. Guidance on dress code should be offered regardless of whether an organisation has a uniform or dress code policy.

- ☐ A. A clear commitment to supporting all trans people, including those with non-binary identities
- ☐ B. Information on language, terminology and different trans identities
- ☐ C. Guidance on facilities and dress code for non-binary people
- ☐ None of the above

Please submit the policies ticked with the corresponding number/letter code and policy name in the file name or on the document.

Provide a brief (max 150 words) description of the policy/policies you have attached:

1.6 In the past two years, has the organisation communicated that its policies are LGBT inclusive to all employees?

GUIDANCE: The communication submitted should demonstrate the organisation has informed employees that policies are LGBT inclusive. This may be on a post on an intranet system, but any file or screenshot must demonstrate the reach of the communication and the date is was created.

- ☐ Yes
- ☐ No

If yes please submit a communication from the past two years highlighting the relevant content with the corresponding number/letter code (1.6) and communication name in the file name or on the document.

Provide a brief (max 150 words) description of the communication you have attached:

The following question is for information gathering purposes only and is not scored:1.7 Does the organisation provide private healthcare insurance to its employees?

- ☐ Yes
- ☐ No

Describe how you ensure that the policy is inclusive of all LGBT identities (and in particular, inclusive of trans people) (max 500 words):

Section 2: The Employee Lifecycle

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This section comprises of 9 questions and examines the employee lifecycle within the organisation; from attraction and recruitment through to development. The questions scrutinise how you engage and support employees throughout their journey in your workplace. This section is worth 14% of your total score.

2.1 When advertising for external appointments, how does the organisation attract LGBT talent?

Tick all that apply

GUIDANCE: This question examines the ways in which you attract external LGBT candidates to apply for roles within your organisation.

- ☐ 2.1A. Advertise or recruit from LGBT/diversity websites/diversity recruitment fairs and events
- ☐ 2.1B. Include a statement around valuing diversity, explicitly inclusive of LGBT people in job packs and pages
- ☐ 2.1C. Supply potential applicants with information about your LGBT employee network group or LGBT inclusion activities
- ☐ 2.1D. Other
- ☐ None of the above

Please submit the policies ticked with the corresponding number/letter code and policy name in the file name or on the document.

Describe the evidence submitted (max 200 words):

2.2 What percentage of employees with recruitment responsibilities have been trained on reducing bias and discrimination towards LGBT people in the recruitment cycle?

Select the completion rate for the training

GUIDANCE: The training should reach as many employees who recruit as possible. Training content should explicitly mention examples of discrimination and bias towards LGBT people. Content should also include the steps recruiters can take in eliminating this discrimination and bias. Examples of content you could submit are case studies, e-learning screenshots or PowerPoint presentations.

- ☐ A. 76 – 100 per cent
- ☐ B. 51 – 75 per cent
- ☐ C. 26 – 50 per cent
- ☐ D. 1 – 25 per cent
- ☐ No employees completed training

Describe the department or team who deal with recruitment and how you estimate training completion rates (max 500 words):

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Describe the format of the training and the content you have submitted (max 500 words):

2.3 What information does the organisation supply to all new employees (external appointments) when being inducted in to the organisation?

Tick all that apply

GUIDANCE: The senior leader message should explicitly call out LGBT inclusion. The content of all options given can be either in person, online, through a video or post, or on paper.

- ☐ A. Explicit message from senior leader on their commitment to LGBT inclusion
- ☐ B. Information on the LGBT employee network/allies programme or initiative
- ☐ C. Information on LGBT inclusive policies
- ☐ None of the above

Briefly describe the induction process and at what point the new starter receives the above information (max 500 words):

2.4 Does the organisation enable non-binary employees to have their identities recognised on workplace systems?

GUIDANCE: Examples include being able to use the title Mx, the option to choose a gender marker other than male or female and the ability to have a passcard with two forms of gender expression present.

- ☐ Yes
- ☐ No

Describe how non-binary identities are recognised on workplace systems (max 500 words):

2.5 Does the organisation provide all-employee equality and diversity training which includes the following topics, explicitly covering LGBT people?

Tick the completion rate for the training

GUIDANCE: The training should reach as many employees as possible across your organisation. Training content should explicitly mention LGBT people and cover lesbian, gay, bi and trans in the context of each option selected. Examples of content you could submit are case studies, e-learning screenshots or PowerPoint presentations.

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	76–100%	51–75%	26–50%	1–25%	None
2.5A. Organisational policy and legislation	☐	☐	☐	☐	☐
2.5B. Language, stereotypes and assumptions	☐	☐	☐	☐	☐
2.5C. Challenging inappropriate behaviour	☐	☐	☐	☐	☐
2.5D. Routes to reporting bullying and harassment	☐	☐	☐	☐	☐

Please submit the relevant content with the corresponding number/letter code and content name in the file name or on the document.

Describe how you estimate completion rates (max 500 words):

Describe the format of the training and the content you have submitted (max 500 words):

2.6 In the past year, which of the following messages have appeared in internal communications to all employees?

Tick all that apply

GUIDANCE: Communications submitted should have been sent, or made available to all employees (or as many as geographically possible through the specific communication method). Evidence could include emails and screenshots of intranet posts. IDAHoBiT refers to the International Day Against Homophobia, Biphobia and Transphobia. Evidence provided for option A. must clearly include all identities within LGBT.

- ☐ 2.6A. Information about LGBT History Month, Pride, Spirit Day and/or IDAHoBiT
- ☐ 2.6B. Information about Bi-visibility Day and/or other bi specific events (e.g. bi pride events or Bicon)
- ☐ 2.6C. Information about Transgender Day of Visibility, Transgender Day of Remembrance and/or Trans Pride
- ☐ 2.6D. Information about the LGBT Employee Network Group and allies activity
- ☐ None of the above

Please submit the relevant content with the corresponding number/letter code and content name in the file name or on the document.

2.7 In the past year, which of the following career development opportunities has the organisation specifically communicated to LGBT employees?

Tick all that apply

GUIDANCE: Communications here can either be specific communications to LGBT people through the employee network group OR an all-employee communication making it clear you welcome LGBT employees on the programmes/opportunities.

- ☐ A. General leadership and development programmes

- ☐ B. LGBT specific leadership/professional development programmes
- ☐ C. LGBT specific seminars and conferences
- ☐ None of the above

A. Describe the programmes and how these programmes are promoted to LGBT employees (max 100 words):

B. Describe the programmes and how these programmes are promoted to LGBT employees (max 100 words):

C. Describe the programmes and how these programmes are promoted to LGBT employees (max 100 words):

2.8 Does the organisation proactively recognise contributions to the LGBT employee network group during employee performance appraisals?

GUIDANCE: The onus should be on the employer/manager to make explicit that network group activity links in with organisational values and count towards diversity goals. Please note, the recognition doesn't have to be financial, but should be systematic and applied to all performance appraisals, not just those of the network leads.

- ☐ Yes
- ☐ No

Describe how contributions are recognized (max 300 words):

2.9 Does the organisation identify and act on any LGBT issues raised at exit interviews or on exit surveys?

GUIDANCE: Examples include giving employees an opportunity to raise any issues relating to discrimination they may have experienced in the organisation.

- ☐ Yes
- ☐ No

Describe the exit interview/survey process and how LGBT issues would be identified or raised (max 200 words):

Describe how any issues raised would be acted upon by the organisation (max 200 words):

Section 3: LGBT Employee Network Group

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This section comprises of 7 questions and examines the activity of your LGBT employee network group. The questions scrutinise its function within the organisation. This section is worth 11% of your total score.

3.1 Does the organisation have an LGBT employee network group for LGBT employees?

- ☐ 3.1A. Yes, with a defined role and terms of reference
- ☐ B. No, but we have a formal agreement with an external network in our sector/region
- ☐ We do not have an LGBT employee network group or a formal agreement with an external network in our sector/region

If you have ticked yes, please submit the LGBT employee network group's terms of reference with the corresponding number/letter code in the file name or on the document.

Describe the formal agreement and your organisation's role in the network (max 500 words):

3.2 Does the LGBT employee network group have clearly defined yearly objectives?

GUIDANCE: Examples could include holding a certain number of events or campaigns, engaging with different groups of staff across the organisation and collaborating with other organisation's network groups.

- ☐ Yes
- ☐ No

List some of your most recent objectives and progress towards achieving them (max 500 words):

3.3 Which of the following support activities does the LGBT employee network group facilitate?

Tick all that apply

GUIDANCE: The individual support the network offers should be available and advertised to all staff. Consultation on internal policies and practices should be considered as policies which impact upon employee welfare, for example, reviewing an updated adoption policy. Consultation on the organisations broader work refers to organisational outcomes, for example being consulted on an LGBT media marketing campaign.

- ☐ A. Provide confidential support to all employees on LGBT issues
- ☐ B. Provide support to enable employees to report homophobic, biphobic and transphobic bullying and harassment
- ☐ C. Have been consulted on improving internal policies and practices
- ☐ D. Have been consulted on business development, organisational priorities and/or the organisation broader work

☐ None of the above

Describe the options selected:
A. Describe the confidential support the group offers and how this is communicated to all staff (max 200 words):

B. Describe how the group offers support to enable employees to report homophobic, biphobic and transphobic bullying and harassment and how this is communicated to all staff (max 200 words):

C. Describe the consultation process and outcome (max 200 words):

D. Describe the consultation process and outcome (max 200 words):

3.4 In the past year, which of the following activities has the LGBT employee network group undertaken?

Tick all that apply

GUIDANCE: 'Awareness raising events' here refers to activities which serve to educate or inform the wider organisation about different sexual orientation, gender identity and/or trans issues, for example panel discussions, lunch and learns or stalls during diversity events. 'Mentoring or coaching programme' here refers to either a specific programme run by the network, or alternatively an organisation wide programme which proactively incorporates LGBT mentoring with the aid of (and driven by) the network group. 'Reverse mentoring' here refers to a formal process whereby senior employees are reversed mentored by more junior LGBT employees.

☐ A. Social networking event for members
☐ B. Sexual orientation awareness raising event
☐ C. Trans equality awareness raising event
☐ D. Collaborated with other LGBT network groups
☐ E. Collaborated with other internal network groups
☐ F. Mentoring or coaching programme
☐ G. Reverse mentoring programme
☐ H. Fundraised for an LGBT charity, community group or event
☐ None of the above

Describe the activities selected and when they occurred:

A. Social networking event for members (max 200 words)

B. Sexual orientation awareness raising event (max 200 words)

C. Trans equality awareness raising event (max 200 words)

D. Collaborated with other LGBT network groups (max 200 words)

E. Collaborated with other internal network groups (max 200 words)

F. Mentoring or coaching programme (max 200 words)

G. Reverse mentoring programme (max 200 words)

H. Fundraised for an LGBT charity, community group or event (max 200 words)

3.5 In the past two years, has the LGBT employee network group held campaigns, initiatives, seminars or events engaging with the following diversity strands?

Tick all that apply

GUIDANCE: 'Initiatives' and 'campaigns' here refer to specific programmes or projects – online or offline – undertaken to achieve LGBT specific aims in the near-term. For example, creating a series of blog posts during LGBT History Month to highlight homophobia, biphobia and transphobia in sport.
Examples include raising awareness of the specific mental health challenges faced by LGBT people during mental health awareness week and profiling prominent trans women on International Women's Day.
This question is looking at how your network group engages with the intersections between LGBT identities and other diversity strands, work on LGBT identities that does not clearly engage one of these other diversity strands will not be accepted for this question.

- ☐ A. Age
- ☐ B. BAME
- ☐ C. Disability (excluding disability related to mental health)
- ☐ D. Women
- ☐ E. Low income communities (for example, working class communities, people with experience of poverty or homelessness)
- ☐ F. Mental health (including disability related to mental health)
- ☐ G. Religion
- ☐ None of the above

Describe the campaigns, initiatives, seminars or events and when they occurred:

A. Age (max 200 words)

B. BAME (max 200 words)

C. Disability (max 200 words)

D. Gender (max 200 words)

E. Low income communities (max 200 words)

F. Mental Health (max 200 words)

G. Religion (max 200 words)

3.6 In the past year, what initiatives has the LGBT employee network group undertaken to ensure the membership is as diverse as possible?

Tick all that apply

GUIDANCE: Examples provided should clearly demonstrate that the LGBT employee network group is driven in ensuring the membership is representative of many different types of people.

- ☐ A. Implemented a formal mechanism or process to ensure bi and trans issues are covered and engaged with (for example, bi or trans reps)
- ☐ B. Promoted the LGBT employee network group as being open to all employees and inclusive of LGBT people with multiple identities (for example, BAME LGBT people or LGBT people with experience of mental health problems)
- ☐ C. Reviewed and evaluated past and future activity to remove barriers to engagement from LGBT people with multiple identities
- ☐ D. Other
- ☐ None of the above

Describe the initiatives selected:

A. Implemented a formal mechanism or process to ensure bi and trans issues are covered and engaged with (for example, bi or trans reps) (max 200 words)

B. Promoted the LGBT employee network group as being open to all employees and inclusive of LGBT people

with multiple identities (max 200 words)

C. Reviewed and evaluated past and future activity to remove barriers to engagement from LGBT people with multiple identities (max 200 words)

D. Other (max 200 words)

3.7 Has the LGBT employee network group undertaken any additional work in the past year to advance LGBT equality in both your organisation and the wider community?

GUIDANCE: The work detailed here should be additional to the work already covered in other questions.

- ☐ Yes
- ☐ No

Describe the activity and impact (max 300 words):

Section 4: Allies and Role Models

This section comprises of 9 questions and examines the process of engaging allies and promoting role models. The questions scrutinise how the organisation empowers allies and role models, then the individual actions they take. This section is worth 11% of your total score.

Allies

4.1 Does the organisation have a formal programme or initiative to engage all non-LGBT employees to become allies?

GUIDANCE: The programme should be a formal mechanism to engage non-LGBT people with LGBT equality.

- ☐ 4.1A. Yes, as part of our LGBT employee network group
- ☐ 4.1B. Yes, a separate allies network group
- ☐ C. Yes, through another initiative
- ☐ No

Describe the allies programme or initiative (max 500 words):

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Please submit a communication advertising the allies programme or initiative with the corresponding number/letter code in the file name or on the document.

4.2 In the past year, has the organisation held internal awareness raising sessions, campaigns or initiatives specifically for allies which cover the following?

Tick all that apply

GUIDANCE: Content/activity should be tailored for non-LGBT people and run through mechanisms that engage allies. Content should cover all LGBT identities (lesbian, gay, bi and trans).

- ☐ 4.2A. The importance of allies
- ☐ 4.2B. Discrimination towards LGBT people
- ☐ 4.2C. Personal stories from LGBT people
- ☐ 4.2D. Actions they can take to be effective allies
- ☐ None of the above

Please submit the relevant content with the corresponding number/letter code and content name in the file name or on the document.

Provide a brief (max 200 words) description of the content you have attached:

4.3 Does the organisation enable allies to visibly signal their commitment to LGBT equality?

GUIDANCE: Examples include visual signals such as email signatures, badges, lanyards and mugs.

- ☐ Yes
- ☐ No

Describe how allies can visibly signal their commitment to LGBT equality (max 200 words):

Allies

4.4 In the past year, which of the following activities have allies engaged in?

Tick all that apply

GUIDANCE: 'Helped organise' here, refers to allies taking an active involvement in the planning and execution of events. It does not mean allies simply turning up to events.

- ☐ A. Participated in LGBT network group activities

- ☐ B. Helped organise a sexual orientation equality awareness raising event
- ☐ C. Helped organise a trans equality awareness raising event
- ☐ D. Recruited other allies
- ☐ E. Coached or mentored other allies
- ☐ F. Other
- ☐ None of the above

Describe the activities selected:

A. Participated in LGBT network group activities (max 200 words)

B. Helped organise a sexual orientation equality awareness raising event (max 200 words)

C. Helped organise a trans equality awareness raising event (max 200 words)

D. Recruited other allies (max 200 words)

E. Coached or mentored other allies (max 200 words)

F. Other (max 200 words)

4.5 Does the organisation support all non-trans employees (including lesbian, gay and bi employees) to become trans allies through training, programmes and/or resources?

GUIDANCE: Examples can include information booklets, programmes or training, but must focus specifically on being an ally to trans people. By non-trans, we mean people who do not identify as trans.

- ☐ Yes
- ☐ No

Describe the training, programmes and/or resources (max 500 words):

LGBT Role Models

4.6 Does the organisation support LGBT employees at all levels to become visible role models through training, programmes and/or resources?

GUIDANCE: Examples can include role model and information booklets, programmes or training, but must focus specifically on steps LGBT people can take to become active role models.

- ☐ Yes
- ☐ No

Describe the training, programmes and/or resources (max 500 words):

4.7 In the past year, have any visible LGBT role models at board level from the organisation been profiled?

GUIDANCE: For information about what is meant by board level, see appendix 1 of this document. Within the profiling opportunity, the person's sexual orientation, gender identity and/or trans identity must be clear. It should not be left up to the reader or viewer to make assumptions.

- ☐ Yes
- ☐ No

Submit evidence where you have profiled the person/s in the last year:

4.8 In the past year, have any visible LGBT role models at senior management level from the organisation been profiled?

Tick all that apply

GUIDANCE: For information about what is meant by senior management level, see appendix 1 of this document. Within the profiling opportunity, the person's sexual orientation, gender identity and/or trans identity must be clear. It should not be left up to the reader or viewer to make assumptions.

- ☐ 4.8A. Lesbian
- ☐ 4.8B. Gay
- ☐ 4.8C. Bi
- ☐ 4.8D. Trans
- ☐ None of the above

Please submit evidence where you have profiled the person/s in the last year with the corresponding number/letter code and content name in the file name or on the document.

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LGBT Role Models

4.9 In the past 18 months, has the organisation profiled visible role models from the following communities?

Tick all that apply

GUIDANCE: Within the profiling opportunity, the person's identity must be clear. It should not be left up to the reader or viewer to make assumptions.

- ☐ 4.9A. Gay people or lesbians
- ☐ 4.9B. Bi people
- ☐ 4.9C. Binary trans people (e.g. trans men and trans women)
- ☐ 4.9D. Non-binary trans people (e.g. genderfluid and genderqueer people)
- ☐ 4.9E. Older LGBT people (aged 50 or over)
- ☐ 4.9F. Young LGBT people (aged 25 or under)
- ☐ 4.9G. Disabled LGBT people (excluding disability related to mental health)
- ☐ 4.9H. BAME LGBT people
- ☐ 4.9I. LGBT people of faith
- ☐ 4.9J. LGBT people being open about their mental health (including disability related to mental health) and wellbeing challenges
- ☐ 4.9K. LGBT parents
- ☐ None of the above

Please submit evidence where you have profiled the person/s in the last 18 months with the corresponding number/letter code and content name in the file name or on the document.

Section 5: Senior Leadership

This section comprises of 4 questions and examines how the organisation engages senior leaders. The questions scrutinise how the organisation empowers senior leaders at different levels, then the individual actions they take. Within this section, senior leaders are split between two levels - board level and senior management. This section is worth 9% of your total score.

Board level staff

5.1 How does the organisation support board level employees to understand the issues that affect LGBT people?

Tick all that apply

GUIDANCE: The support given should be systematic in its implementation.

- ☐ A. Reverse mentoring opportunities for board level employees
- ☐ B. Promote LGBT specific conferences or seminars to the board level employees
- ☐ C. Other
- ☐ None of the above

Describe each option selected:

A. Reverse mentoring opportunities for board level employees (max 200 words)

B. Promote LGBT specific conferences or seminars to the board level employees (max 200 words)

C. Other (max 200 words)

5.2 In the past year, which of the following activities have members of the board engaged in?

Tick all that apply

GUIDANCE: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee network group should be systematic and not ad hoc.

- ☐ A. Communicated a strong message on sexual orientation equality
- ☐ B. Communicated a strong message on trans equality
- ☐ C. Met periodically with the LGBT employee network group
- ☐ D. Reviewed top line LGBT monitoring reports and actions
- ☐ E. Spoken at an internal LGBT event
- ☐ F. Spoken at an external LGBT event
- ☐ G. Engaged with senior management to discuss LGBT equality
- ☐ H. Reviewed and/or approved an LGBT inclusion strategy
- ☐ I. Attended an external LGBT event, for example Pride
- ☐ J. Other
- ☐ None of the above

Describe each option selected:

A. Communicated a strong message on sexual orientation equality (max 200 words)

B. Communicated a strong message on trans equality (max 200 words)

C. Met periodically with the LGBT staff network group (max 200 words)

Stonewall

D. Reviewed top line LGBT monitoring reports and actions (max 200 words)

E. Spoken at an internal LGBT event (max 200 words)

F. Spoken at an external LGBT event (max 200 words)

G. Engaged with senior management to discuss LGBT equality (max 200 words)

H. Reviewed and/or approved an LGBT inclusion action plan (max 200 words)

I. Attended an external LGBT event, for example Pride (max 200 words)

J. Other (max 200 words)

Please list the names and job titles of the individuals named above. Please ensure you have strict permission from them for their name to appear in this submission.

	Name	Job title
Person 1		
Person 2		
Person 3		
Person 4		
Person 5		

Senior Management level staff

5.3 How does the organisation support senior management to understand the issues that affect LGBT people?

Tick all that apply

GUIDANCE: The support given should be systematic in its implementation.

- ☐ A. Reverse mentoring opportunities for senior management level employees
- ☐ B. Promote LGBT specific conferences or seminars to senior management level employees
- ☐ C. Other
- ☐ None of the above

Describe each option selected:

A. Reverse mentoring opportunities for senior management level employees (max 200 words)

B. Promote LGBT specific conferences or seminars to senior management level employees (max 200 words)

C. Other (max 200 words)

5.4 In the past year, which of the following activities have senior management engaged in? Tick all that apply.

Tick all that apply

GUIDANCE: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee network group should be systematic and not ad hoc.

- ☐ A. Communicated a strong message on sexual orientation equality
- ☐ B. Communicated a strong message on trans equality
- ☐ C. Met periodically with the LGBT employee network group
- ☐ D. Reviewed top line LGBT monitoring reports and actions
- ☐ E. Spoken at an internal LGBT event
- ☐ F. Spoken at an external LGBT event
- ☐ G. Engaged with the board to discuss LGBT equality
- ☐ H. Reviewed and/or approved an LGBT inclusion strategy
- ☐ I. Attended an external LGBT event, for example Pride
- ☐ J. Mentored or coached other senior leaders
- ☐ K. Other
- ☐ None of the above

Describe each option selected:

A. Communicated a strong message on sexual orientation equality (max 200 words)

B. Communicated a strong message on trans equality (max 200 words)

C. Met periodically with the LGBT staff network group (max 200 words)

D. Reviewed top line LGBT monitoring reports and actions (max 200 words)

E. Spoken at an internal LGBT event (max 200 words)

F. Spoken at an external LGBT event (max 200 words)

G. Engaged with the board to discuss LGBT equality (max 200 words)

H. Reviewed and/or approved an LGBT inclusion action plan (max 200 words)

I. Attended an external LGBT event, for example Pride (max 200 words)

J. Mentored or coached other senior leaders (max 200 words)

K. Other (max 200 words)

Please list the names and job titles of the individuals named above. Please ensure you have strict permission from them for their name to appear in this submission.

	Name	Job title
Person 1		
Person 2		
Person 3		
Person 4		
Person 5		

Section 6: Monitoring

This section comprises of 7 questions and examines how the organisation monitors its employees. The questions scrutinise data collection methods, analysis and outcomes. This section is worth 11% of your total score.

6.1 Does the organisation gather data on employee sexual orientation on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

☒ Yes

☐ No

Copy and paste the question/s you ask and options staff can select (max 500 words):

All applicants to the PSNI are asked to complete an Equality Monitoring form, and one of the personal characteristics monitored is Sexual Orientation. When the applicant becomes an appointee the information is then transferred to their personal record on the HR system. The question on the monitoring form is as follows:

'Under the Employment Equality (Sexual Orientation) Regulations (NI) 2003 it is unlawful for employers to discriminate against a person on the grounds of sexual orientation. In order to monitor potential employees, you are requested to complete the section below. Are You?'

Heterosexual Bi – Sexual Gay/Lesbian Prefer not to say

6.2 Does the organisation gather data on whether employees are trans and/or non-binary on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

☐ Yes
☒ No

Copy and paste the question/s you ask and options staff can select (max 500 words):

6.3 Does the organisation monitor and analyse from application to appointment the success rate of LGBT applicants?

GUIDANCE: This refers to external appointments to the organisation and comparing applicant diversity forms to new starter diversity forms.

☒ Yes
☐ No

Please submit the most recent data showing analysis of application to appointment by sexual orientation and trans identity with the corresponding number/letter code (6.3) and content name in the file name or on the document.

Describe who the analysis is seen by and action taken (max 500 words):

Data from the most recently advertised police officer recruitment campaign is as follows:

LGB Applicants = 6.26% LGB Appointees = competition is ongoing

Data is shared with Resourcing Branch

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6.4 Does the organisation monitor and analyse through a HR system, the spread of LGBT people at different pay grades and levels?

GUIDANCE: The system of data collection cannot be through an anonymous staff satisfaction survey.

☐ Yes
☒ No

Please submit the most recent data showing analysis of pay levels and grades with the corresponding number/letter code (6.4) and content name in the file name or on the document.

Describe who the analysis is seen by and action taken (max 500 words):

6.5 When running staff satisfaction surveys, does the organisation break down and analyse the satisfaction of LGBT employees?

GUIDANCE: This can be through collecting diversity data on a staff satisfaction survey.

☐ Yes
☒ No

Please submit the most recent staff satisfaction data with the corresponding number/letter code (6.5) and content name in the file name or on the document.

Describe who the analysis is seen by and action taken (max 500 words):

6.6 What proportion of employees have answered the monitoring question asked in 6.1?

Tick one

GUIDANCE: The proportion should not include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

☐ 90-100%
☒ 80-89%
☐ 70-79%
☐ 60-69%
☐ 50-59%
☐ Under 50%
☐ We do not monitor

Please submit reports or data demonstrating the declaration rate with the corresponding number/letter code (6.6) and content name in the file name or on the document.

Provide a brief description of the report you have submitted (max 500 words):

As at 01/08/2018 80% (5329 officers out of a total of 6621) of regular police officers have disclosed their sexual orientation. The figure for police staff is 83%.

6.7 What proportion of employees have answered the monitoring question asked in 6.2? Tick one.

Tick one

GUIDANCE: The proportion should not include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

- ☐ 90-100%
- ☐ 80-89%
- ☐ 70-79%
- ☐ 60-69%
- ☐ 50-59%
- ☐ Under 50%
- ☒ We do not monitor

Please submit reports or data demonstrating the declaration rate with the corresponding number/letter code (6.7) and content name in the file name or on the document.

Provide a brief description of the report you have submitted (max 200 words):

Section 7: Procurement

This section comprises of 4 questions and examines how the organisation affects change in its supply chain. The questions scrutinise the steps taken to ensure LGBT inclusive suppliers are procured and held to account. This section is worth 9% of your total score.

7.1 Does the organisation train or give guidance to the person/team responsible for procurement around diversity and inclusion outcomes, inclusive of LGBT equality?

GUIDANCE: Examples can include information booklets, programmes or training, but must explicitly mention LGBT equality in relation to procuring services.

- ☐ Yes

☐ No

Describe the role or team responsible for procurement (max 200 words):

Describe the diversity and inclusion training or guidance they receive (max 200 words):

7.2 Before awarding a contract, does the organisation scrutinise the following in the tender process?

Tick all that apply

GUIDANCE: Although it would be best practice, these criteria do not need to be deciding factors when awarding contracts. They should however still be scrutinised and appropriate action taken if the contract is awarded.

☐ A. Whether the potential supplier has a policy which explicitly bans discrimination/bullying and harassment based on sexual orientation or gender identity
☐ B. Whether the potential supplier has equality training which is explicitly inclusive of sexual orientation and gender identity
☐ None of the above

Describe the options selected below:

A. Describe how the organisation scrutinises the potential suppliers' policies (max 500 words):

B. Describe how the organisation scrutinises potential suppliers' equality training (max 500 words):

7.3 Once a contract is awarded, how does the organisation hold the supplier to account?

Tick all that apply

GUIDANCE: The slot in supplier monitoring meetings does not have to be specifically for LGBT related issues, but should be inclusive of them.

☐ A. Include a broad diversity and inclusion slot in contract monitoring meetings inclusive of LGBT issues
☐ B. Monitor and analyse LGBT related feedback on supplier
☐ None of the above

Describe the options selected below:

A. Describe how D&I; outcomes are included within contract monitoring meetings (max 500 words):

B. Describe how the organisation monitors and analyses feedback around suppliers from LGBT people (max 500 words):

7.4 In the past year, how has the organisation engaged or collaborated with its suppliers? Tick all that apply.

Tick all that apply

GUIDANCE: Joint LGBT diversity and inclusion training can also include sharing training with your suppliers.

- ☐ A. Joint LGBT diversity and inclusion training
- ☐ B. Invite suppliers' employees to take part in LGBT employee network group events
- ☐ C. Joint community outreach projects targeting LGBT people
- ☐ D. Share best practice and policy around LGBT inclusion
- ☐ None of the above

Describe the options selected below:

A. Describe the joint training (max 500 words):

B. Describe the invitation to suppliers' employees to take part in network group activity (max 500 words):

C. Describe the joint outreach project (max 500 words):

D. Describe how you share best practice with suppliers (max 500 words):

Section 8: Community Engagement

This section comprises of 4 questions and examines the outreach activity of the organisation. The questions scrutinise how the organisation demonstrates its commitment to the wider community and the positive impact it has. This section is worth 10% of your total score.

8.1 In the past year, has the organisation utilised its social media accounts and online presence to demonstrate its commitment to LGBT equality?

GUIDANCE: The social media accounts here should be the ones with the widest reach. This question examines how you demonstrate to the largest possible audience that your organisation is committed to LGBT equality. The two social media posts submitted (for example tweets), should be across a year and not

concentrated on one event. The evidence can be an LGBT employee network group being re-posted by an account with bigger reach.

- ☐ Yes
- ☐ No

Describe the activity (max 500 words):

Please submit screenshots of social media activity with the corresponding number/letter code (8.1) and content name in the file name or on the document.

8.2 Which of the following outreach activities has the organisation taken part in the last year? Tick all that apply.

Tick all that apply

GUIDANCE: Sponsored or supported can include in-kind gifts and donations, for example providing a meeting room for a group, and doesn't have to be directly financial (i.e. giving money). The support of a campaign to tackle homophobia, biphobia and transphobia needs to be externally facing and not an internal awareness raising event.

- ☐ A. Sponsored or supported LGB community group/s
- ☐ B. Sponsored or supported trans community group/s
- ☐ C. Sponsored or supported LGB community event/s
- ☐ D. Sponsored or supported trans community events
- ☐ E. Supported campaign/s to tackle hate crime or homophobic, biphobic and transphobic bullying
- ☐ None of the above

Describe each option selected:

A. Sponsored or supported LGB community group/s (max 250 words)

B. Sponsored or supported trans community group/s (max 250 words)

C. Sponsored or supported LGB community event/s (max 250 words)

D. Sponsored or supported trans community events (max 250 words)

E. Supported campaign/s to tackle hate crime or homophobic, biphobic and transphobic bullying (max 250 words)

8.3 In the past year, have you collaborated with other organisations in your region or sector on an initiative to promote LGBT equality in the wider community?

GUIDANCE: The initiative can be a one-off or on-going project.

☐ Yes
☐ No

Complete the following:

Name the organisation/s you collaborated with (max 200 words):

Describe the collaboration or initiative (max 200 words):

Describe the impact of the collaboration or initiative (max 200 words):

8.4 Has your organisation done any further work in the past year to promote LGBT equality in the wider community?

GUIDANCE: Activity here should be additional to anything already mentioned in the submission.

☐ Yes
☐ No

Describe the activity and impact (max 500 words):

Section 9: Clients, Customers and Service Users

This section comprises of between 3-5 questions and examines how the organisation engages with clients, customers, services users or partners. In order to begin this section, choose which sector best describes the organisation below. This section is worth 9% of your total score.

Please choose the option that best describes your organisation:

☐ A. Public or third sector with service users
☐ B. Public or third sector non-service provision

- ☐ C. Private sector with customers
- ☐ D. Private sector with clients

Public or third sector with service users

9A.1 In the past 3 years, has the organisation examined the service user journey to ensure there are no barriers to access for LGBT people?

GUIDANCE: This should be a formal mapping process of the touch points of the service user and the service.

- ☐ Yes
- ☐ No

Describe the process by which you examined the service user journey (max 500 words):

Describe the outcome and impact (max 500 words):

9A.2 Does the organisation collect LGBT monitoring information for service users to allow for the following analysis? Tick all that apply.

Tick all that apply

GUIDANCE: You should demonstrate how you collect the data and how it is analysed.

- ☐ A. Assess whether LGBT people are accessing your services
- ☐ B. Assess the satisfaction of your LGBT service users in comparison to other groups
- ☐ None of the above

Describe the options selected:

9.1A. Assess whether LGBT people are accessing your services (max 500 words):

9.1B. Assess the satisfaction of your LGBT service users in comparison to other groups (max 500 words):

Please submit analysis reports for option A and or B with the corresponding number/letter code and content name in the file name or on the document.

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9A.3 Has the organisation consulted with LGBT service users in the past 3 years to tailor the services to their needs?

GUIDANCE: The consultation should have involved all LGBT identities.

- ☐ Yes
- ☐ No

Complete the following:

A. Describe the consultation process (max 500 words):

B. Describe the outcome and how services were tailored to the needs of LGBT people (max 500 words):

9A.4 What percentage of frontline employees have been trained on reducing bias and discrimination towards LGBT service users?

Select the completion rate for the training

GUIDANCE: The training should reach as many frontline employees as possible. Training content should explicitly mention examples of discrimination and bias towards LGBT service users. Content should also include the steps frontline employees can take in eliminating this discrimination and bias. Examples of content you could submit are case studies, e-learning screenshots or PowerPoint presentations.

- ☐ A. 76 - 100 per cent
- ☐ B. 51 - 75 per cent
- ☐ C. 26 - 50 per cent
- ☐ D. 1 - 25 per cent
- ☐ No training completed

Describe how you estimate completion rates (max 500 words):

Describe the format of the training and the content you have submitted (max 500 words):

Please submit training content with the corresponding number/letter code (9A.4) and content name in the file name or on the document.

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9A.5 In the past year, has the organisation communicated its services as being explicitly LGBT inclusive?

GUIDANCE: The communication can be digital or physical.

☐ Yes
☐ No

Describe the reach of the communication (max 500 words):

Please submit an example communication with the corresponding number/letter code (9A.5) and content name in the file name or on the document.

Public or third sector with non-service provision
9B.1 In the past year, has the organisation promoted LGBT equality and diversity in its sector?

GUIDANCE: This can include at network-of-network forums and other D&I; initiatives and events.

☐ Yes
☐ No

Describe how the organisation has promoted LGBT equality in its sector (max 500 words):

9B.2 In the past year, has the organisation encouraged partners to take part in diversity programmes or assessments?

GUIDANCE: 'Partners' here refer to other organisations which are not suppliers which the organisation might collaborate with.

☐ Yes
☐ No

Describe how the organisation has encouraged partners to take part in diversity programmes and initiatives (max 500 words):

9B.3 In the past year, has the organisation invited partners to take part in in-house LGBT initiatives or events?

GUIDANCE: The events or initiatives should be organised and held by the organisation.

☐ Yes
☐ No

Describe how the organisation has invited partners to take part in in-house initiatives (max 500 words):

Private sector with customers

9C.1 In the past 3 years, has the organisation examined the customer journey to ensure there are no barriers to LGBT people accessing products or services?

GUIDANCE: This should be a formal mapping process of the touch points of the customer and the service or product.

☐ Yes
☐ No

Describe the process by which you examined the customer journey (max 500 words):

Describe the outcome and impact (max 500 words):

9C.2 Does the organisation systematically monitor the number of LGBT related complaints made by customers?

GUIDANCE: You should demonstrate how you collect the data and how it is analysed.

☐ Yes
☐ No

Describe the process (max 500 words):

Please submit an analysis report with the corresponding number/letter code (9C.2) and content name in the file name or on the document.

9C.3 Has the organisation consulted with LGBT customers in the past 3 years to tailor products to their needs?

GUIDANCE: The consultation should have involved all LGBT identities.
☐ Yes
☐ No

Complete the following:

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Describe the consultation process (max 500 words):

Describe the outcome and how the product/service was tailored to the needs of LGBT people (max 500 words):

9C.4 What percentage of frontline employees have been trained on reducing bias and discrimination towards LGBT customers? Tick the completion rate for the training.

Select the completion rate for the training.

GUIDANCE: The training should reach as many frontline employees as possible. Training content should explicitly mention examples of discrimination and bias towards LGBT customers. Content should also include the steps frontline employees can take in eliminating this discrimination and bias. Examples of content you could submit are case studies, e-learning screenshots or PowerPoint presentations.

- ☐ A. 76 - 100 per cent
- ☐ B. 51 - 75 per cent
- ☐ C. 26 - 50 per cent
- ☐ D. 1 - 25 per cent
- ☐ No training completed

Describe how you estimate completion rates (max 500 words):

Describe the format of the training and the content you have submitted (max 500 words):

Please submit training content with the corresponding number/letter code (9C.4) and content name in the file name or on the document.

9C.5 In the past year, which of the following advertising opportunities has the organisation undertaken? Tick all that apply.

GUIDANCE: Advertisements can be online or in print.

- ☐ A. Included LGBT representation within mainstream adverts
- ☐ B. Targeted advertising through LGBT media
- ☐ None of the above

Complete the following:

A. Describe the content submitted (max 500 words):

B. Describe the content submitted (max 500 words):

Please submit the advertisements with the corresponding number/letter code (9C.5) and content name in the file name or on the document.

Private sector with clients

9D.1 In the past year, has the organisation specifically prospected clients who are committed to LGBT equality and diversity?

GUIDANCE: Prospecting here refers to searching for or seeking potential clients who are committed to LGBT equality and diversity.

- ☐ Yes
- ☐ No

Describe the activity (max 500 words):

9D.2 What percentage of employees who engage with clients have been trained on reducing bias and discrimination towards LGBT clients? Tick the completion rate for the training.

Select the completion rate for the training

GUIDANCE: The training should reach as many employees who engage with clients as possible. Training content should explicitly mention examples of discrimination and bias towards LGBT clients. Content should also include the steps employees can take in eliminating this discrimination and bias. Examples of content you could submit are case studies, e-learning screenshots or PowerPoint presentations.

- ☐ A. 76 - 100 per cent
- ☐ B. 51 - 75 per cent
- ☐ C. 26 - 50 per cent
- ☐ D. 1 - 25 per cent
- ☐ No training completed

Please submit training content with the corresponding number/letter code (9D.2) and content name in the file name or on the document.

Describe how you estimate completion rates (max 500 words):

Describe the format of the training and the content you have submitted (max 500 words):

9D.3 In the past year, has the organisation invited clients to take part in in-house LGBT initiatives or events?

GUIDANCE: The events or initiatives should be organised and held by the organisation.

- ☐ Yes
- ☐ No

Describe the activity (max 500 words):

9D.4 In the past year, has the organisation promoted LGBT equality and diversity in its sector?

GUIDANCE: This can include at network-of-network forums and other D&I; initiatives and events.

- ☐ Yes
- ☐ No

Describe the activity (max 500 words):

9D.5 In the past year, has the organisation been promoted as LGBT inclusive when pitching for business?

GUIDANCE: Examples include displaying or talking about your LGBT diversity credential when pitching.

- ☐ Yes
- ☐ No

Describe the activity (max 500 words):

Section 10: Additional work

This section is your opportunity to tell us about any additional work the organisation has carried out over the past year.

10.1 Has the organisation done any further work in the past year to improve the working environment for LGBT staff?

GUIDANCE: The activity detailed here should not have been mentioned anywhere else in the submission. This section is worth 1% of your total score.

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☐ Yes
☐ No

Describe the activity and impact (max 500 words):

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APPENDIX 1: BOARD AND SMT LEVELS

Section 5 (senior leadership) requires you to describe activity relating to two different levels within your organisation - these are board and senior management team (SMT) level. The purpose of differentiating two levels is to ensure maximum visibility of messages and to demonstrate commitment from the whole of the leadership of the organisation.

Stonewall recognise that different organisations both across and within sectors have varied employee structures and hierarchies. Below is guidance on what we're looking for when we refer to board and SMT level.

BOARD

By board we refer to the governing body or its equivalent within an organisation, e.g. councillors, trustees and non-executive board. All individuals mentioned must be on the GB board or CEO level.

Examples:
Legal sector partnership organisations – Senior Partner or managing partner
Colleges – Governors or Principal
Local government – Councillors, Elected Members or Chief Executive

SENIOR MANAGEMENT TEAM (SMT)

By senior management team we refer to the highest day-to-day decision making body within an organisation, e.g. directors and chief executives. All individuals mentioned must be on the GB senior management team.

Examples:
Legal sector partnership organisations – Partner
Colleges – Departmental Directors or Heads of Department
Local government – Chief Operating Officer, HR Director or Strategic Directors

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Please note that if these two levels do not fit neatly with your organisation, you may choose different ones, but must explain within the questions the rationale behind the levels you have chosen. It is at Stonewall's discretion during the review process as to whether the levels meet the spirit of the questions.

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APPENDIX 2: KEY DATES

2019 WORKPLACE EQUALITY INDEX

MONDAY 4 JUNE: Stonewall Submit opens for submissions to the 2019 Workplace Equality Index

- The submission criteria are released, you are able to sign-up to the Stonewall Submit website and begin your submission

MONDAY 4 JUNE: Employee feedback survey opens

- The staff feedback questionnaire is released - you'll receive an email with information about the questionnaire, in addition to your organisation's unique code

FRIDAY 7 SEPTEMBER: Submission deadline

- The deadline for completing your submission is Midnight GMT on Friday 7 September
- It is not guaranteed that any submission made after this date will be reviewed

FRIDAY 2 NOVEMBER: Staff feedback questionnaire closes

- The employee feedback survey closes for response - staff will no longer be able to complete the questionnaire

JANUARY 2019: Top 100 Employers results launch

- Participants will be informed of their organisation's score and rank in the first two weeks of January 2019
- Employers who have achieved a place in the Top 100 and those individuals and groups who have won awards, will be invited to a launch event in late January 2019

FEBRUARY - APRIL 2019: Feedback meetings

- Account Managers will contact Diversity Champions to arrange a meeting to deliver feedback on their Index submissions

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APPENDIX 3: DATA PROTECTION AND PRIVACY STATEMENT

This privacy policy sets out how Stonewall uses and protects any information that you give Stonewall when you use this website.

Stonewall is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Stonewall may change this policy from time to time by updating this webpage: https://stonewallsubmit.fluidreview.com/res/p/dataprotection/. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 12/06/2017.

What we ask you to submit

Whilst registering and completing a submission, we may ask you to submit the following information:

- Names and job titles
- Contact information including email address
- Demographic information such as postcodes
- Information and files as supporting evidence for submissions such as:
- Policies
- Communications
- Screenshots of intranet posts
- Descriptions of processes and ways of working

Please note that whilst completing your submission you make be asked to provide pieces of evidence which include personal details, such as profiles of individuals. It is your responsibility to ensure you have the permission of the individual to share this information with Stonewall.

What we do with the information you submit

Stonewall may use the information you submit for the following purposes related to the Workplace Equality Index and to further LGBT equality and inclusion in the workplace:

- Stonewall will use the information you submit to review, score and rank your organisation in comparison to other entrants
- The information supplied is confidential between Stonewall and the applicant/organisation.
- Any ranks outside of the Top 100 will remain confidential between Stonewall and the applicant/organisation
- Any scoring or comments made on the submission is confidential between Stonewall and the applicant/organisation, except for purposes outlined below.
- Aggregated scores, information and data may be used to identify national, regional and sector trends and patterns of work. This information may be published in Stonewall resources. Where individual organisations or individuals are named, permission to do so will be sought
- Individual practice, where deemed good practice by Stonewall, may be shared with other organisations either directly through Stonewall Account Managers, or within resources produced by Stonewall. Before any practice is shared, permission will be sought from the organisation in question
- Demographic data about your organisation, for example number of employees, will be used for internal record keeping and to improve our offers and services

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the

information we collect online.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal and organisational information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Stonewall, Data Officer, 192 St John Street, London, EC1V 4JY.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address or memberships@stonewall.org.uk. We will promptly correct any information found to be incorrect.