

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:	May 2017
Describe the audit process:	<p>All policies across Acas undergo reviews at least every three years. This includes undertaking equality impact assessments (EIA), EIAs within Acas have been replaced with what is known internally as a policy equality statement (PES). This is the audit process used by Acas to ensure we meet the 'Due Regard' element of the Public Sector Equality Duty (PSED) which is a statutory requirement for all public bodies. In essence as a public sector organisation we need to ensure our policies have considered the 3 aims set out within PSED:</p> <ul style="list-style-type: none">eliminate discriminationadvance equality of opportunityfoster good relations between different people when carrying out their activities <p>This ensures we identify impacts in regards to sexual orientation and gender identity, along with other protected</p>

characteristics as per the Equality Act 2010. Avoiding unnecessary gendered language and pronouns forms part of this process. The D&I team also provide advice and guidance to new policy owners including training which covers these specific aspects.

The process itself will consist of an initial screening, which checks if the policy is relevant to staff or service users and therefore may have any people impacts. If impacts are identified then a full EIA workshop will take place. EIA workshops normally consist of the policy owner, specialist within the area the policy, such as procurement, finance, HR etc. and other stakeholders, for example diversity specialists, network members, etc.

Once policies have been reviewed, the next stage of the process is to share with Trade unions and other stakeholders such as Acas's D&I Forum, LGBT+ & Allies Network, Heads of Group etc. Once agreed policies are then taken to the Board for ratification.

All new and reviewed policies are then communicated to staff via our intranet pages and business partners in the relevant area will also communicate changes to managers, etc. For example if the policy is a HR Policy, then HR business partners will raise at line manager meetings, to ensure line managers are made aware of any changes

We will be using the PES process in the future as well. This streamlined approach will not only ensure that the organisation are showing due regard in relation to the PSED. It will also ensure that any HR policy will consider gender neutral language and LGBT considerations throughout the policy formation and review process. This innovation will mean that Acas are considering these issues at the beginning, middle and end of any sort of HR policy.

In addition, Acas were awarded the gold standard from the Civil Service Network a:Gender for ensuring all our policies were trans inclusive.

Describe any previous outcomes of the audit process:

The HR Policy and casework team have been reviewing and developing updates to key HR policies. This follows recommendations made by the Acas Executive Board for policy reviews in 2019/20. Since January 2019 the following policies have been updated:

- Staff Rules (now called Code of Conduct)
- Special leave & career breaks
- Grievance policy and procedures
- Bullying, harassment & victimisation policy
- Discipline policy & procedures

All of the above policies have had a policy equality statement and as a result all policies have lead to consultation with the LGBT+ & Allies Network to ensure they were LGBT+ inclusive. As a result of this consultation, we have included specific examples of homophobic and transphobic harassment in the B&H Guidance to ensure staff are clear what constitutes this behaviour. We have also ensured the guidance on sexual harassment includes sexual harassment against individuals of the same sex. This has also replicated across to Acas' external guidance on Sexual Harassment.

We are continuing to update further policies including:

- Attendance Management.
- Death in Service
- Dying to Work Pledge
- Domestic Violence policy

We receive regular single point of contact (SPOC) (policy update) emails from Civil Service HR and update our policies in line with recommendations for example in the last 8 months we have reviewed a number of our policies to ensure that the language is gender neutral (including our Attendance policy, Shared Parental Leave, Maternity, paternity and Parental Leave policies).

The policies also explicitly state that they are inclusive of same sex couples. We included a Diversity statement in the Special Leave and Career Breaks policy following the Civil Service Diversity and Inclusion Strategy. We have also included the Diversity Statement on our People Matters intranet site.

This states

'Acas an inclusive employer. Our HR policies are fully inclusive of all staff regardless of age, working pattern, disability or long term health conditions, sex, sexual orientation, pregnancy and maternity, race, religion or belief, gender identity, expression or reassignment, or relationship status; marriage (including equal/same sex marriage) and civil partnership'.

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.

- 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

Name the policy and paste the relevant policy excerpt:

Policy	Excerpt
	<p>The Acas Equality, Diversity and Inclusion Policy states that Acas is committed to treating people as individuals, providing equality of opportunity for all our employees and equal treatment for our customers. It states that everyone should be treated with dignity and respect at work and that Acas does not tolerate any form of bullying, harassment or inappropriate behaviour</p> <p>The Acas Grievance Resolution Policy states that the purpose of the Grievance Resolution Policy and Procedure is to resolve concerns and grievances promptly, fairly, transparently and consistently. Wherever possible efforts should be made to resolve matters informally, or where all parties agree, through mediation.</p> <p>The policy principles states that everyone should be treated with dignity and respect at work. Acas has a zero tolerance approach to any form of bullying, harassment (including sexual harassment) and discrimination of any kind. Where it occurs it is essential that employees feel able to report it so that it can be tackled. Acas has a dedicated</p>

A. Explicit ban on discrimination based on sexual orientation

Bullying and harassment policy

policy covering bullying, harassment and victimisation.

The 'Bullying, harassment and victimisation' policy and procedure states that Acas will not tolerate any form of bullying, harassment or discrimination. All allegations relating to bullying and harassment will be taken seriously, investigated and appropriate action taken.

Acas guidance 'What is bullying and harassment?' provides definitions and examples of bullying and harassment. It discusses specific types of harassment as defined by the Equality Act and provides examples of each.

Acas guidance 'Definitions and Examples' state that Acas will not tolerate the harassment or discrimination of employees from their managers, colleagues or customers on the grounds of their age, disability, gender identity, race, religion or belief, sexual orientation, marriage or civil partnership, or pregnancy and maternity.

The policy explicitly bans discrimination based on sexual orientation and that the following statement in the relation to Harassment due to sexual orientation "This form of harassment includes behaviour that is offensive, frightening or in any way distressing. It may be intentional bullying which is obvious and violent, but it can also be unintentional, subtle and insidious. It may be about an individual's sexual orientation (real or perceived) or it may be about the sexual orientation (real or perceived) of those with whom the individual associates."

The following examples are listed in the guidance ensure all staff are aware of that constitutes harassment due to sexual harassment:

- Revealing a colleague's sexual orientation against their wishes or without their permission;
- Creating a hostile atmosphere by

		<p>using offensive language (e.g. jokes, banter, insults, threats etc) including homophobic, bi phobic and transphobic language;</p> <ul style="list-style-type: none"> • Using nicknames or teasing • Insensitive language • Exclusion from team functions and departmental activities • Expressing or acting on stereotypical assumptions • Failure to accept that same sex partners should be recognised • Threats of disclosing sexuality
<p>B. Explicit ban on discrimination based on gender identity and gender expression</p>	<p>Bullying and harassment policy</p>	<p>There is an explicit ban on: Harassment on the grounds of gender reassignment (including gender identity and gender expression).</p> <p>Some examples of unacceptable behaviour:</p> <ul style="list-style-type: none"> • Spreading malicious rumours, or insulting someone (particularly on the grounds of gender, race, disability, sexual orientation, religion or belief or age); • Unwelcome physical contact such as touching, standing too close, serious assault or display of offensive materials which may be pornographic, sexually suggestive or racist in content; • Creating a hostile atmosphere by using offensive language, including homophobic, biphobic or transphobic language; • Revealing a colleague's sexual orientation against their wishes or without their permission; • Revealing a colleague has undergone gender reassignment surgery against their wishes or without their permission; • Intrusive questioning about someone's private/personal life;

<p>C. Explicit ban on bullying & harassment based on sexual orientation</p>	<p>Bullying and harassment policy</p>	<p>There is an explicit ban on:</p> <p>Harassment due to sexual orientation</p> <p>This form of harassment includes behaviour that is offensive, frightening or in any way distressing. It may be intentional bullying which is obvious and violent, but it can also be unintentional, subtle and insidious. It may be about an individual's sexual orientation (real or perceived) or it may be about the sexual orientation (real or perceived) of those with whom the individual associates.</p> <p>Examples include</p> <ul style="list-style-type: none"> • Revealing a colleague's sexual orientation against their wishes or without their permission; • Creating a hostile atmosphere by using offensive language (e.g. jokes, banter, insults, threats etc) including homophobic, bi phobic and transphobic language; • Using nicknames or teasing • Insensitive language • Exclusion from team functions and departmental activities • Expressing or acting on stereotypical assumptions • Failure to accept that same sex partners should be recognised • Threats of disclosing sexuality
		<p>The Acas Equality, Diversity and Inclusion Policy states that Acas is committed to treating people as individuals, providing equality of opportunity for all our employees and equal treatment for our customers. It states that everyone should be treated with dignity and respect at work and that Acas does not tolerate any form of bullying, harassment or inappropriate behaviour</p> <p>The Acas Grievance Resolution Policy states that the purpose of the Grievance Resolution Policy and Procedure is to resolve concerns and grievances promptly, fairly, transparently and consistently.</p>

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

Bullying and harassment policy

Wherever possible efforts should be made to resolve matters informally, or where all parties agree, through mediation.

The policy principles states that everyone should be treated with dignity and respect at work. Acas has a zero tolerance approach to any form of bullying, harassment (including sexual harassment) and discrimination of any kind. Where it occurs it is essential that employees feel able to report it so that it can be tackled. Acas has a dedicated policy covering bullying, harassment and victimisation.

The 'Bullying, harassment and victimisation' policy and procedure states that Acas will not tolerate any form of bullying, harassment or discrimination. All allegations relating to bullying and harassment will be taken seriously, investigated and appropriate action taken.

Acas guidance 'What is bullying and harassment?' provides definitions and examples of bullying and harassment. It discusses specific types of harassment as defined by the Equality Act and provides examples of each.

Acas guidance 'Definitions and Examples' state that Acas will not tolerate the harassment or discrimination of employees from their managers, colleagues or customers on the grounds of their age, disability, gender identity, race, religion or belief, sexual orientation, marriage or civil partnership, or pregnancy and maternity.

The policy explicitly bans discrimination based gender identity and gender reassignment and that the following statement in the relation to Harassment on the grounds of gender identity and gender reassignment
Harassment related to gender identity and/ or trans identity, gender expression or gender reassignment can be hostile or offensive acts or

expressions by a person or group.

The guidance outlines the following examples:

- Using offensive language (e.g. derogatory remarks, jokes, banter, insults, gossip etc.) including transphobic comments,
- Revealing a colleague has undergone gender reassignment surgery against their wishes or without their permission;
- Threats of disclosing the transgender status of an individual
- Expressing or acting on stereotypical assumptions
- Exclusion of transsexual persons from facilities
- Display of or circulation of offensive materials
- Exclusion from social activity
- Intrusive questioning of a person undergoing or who has undergone gender reassignment
- Insults or name calling
- Being ostracised and talked about
- Being addressed by their old name

In addition the guidance clearly states that a refusal by a work colleague to work alongside a transsexual employee on grounds relating to their transsexual status is a clear breach of Acas Diversity and Equality policies and may also constitute harassment.

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.

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:

We have uploaded our:

i. Maternity, adoption, paternity and parental leave Policy and Procedures. This policy applies to all Acas employees, including those in same gender and non heterosexual couples. This chapter contains information on statutory and contractual maternity/adoption leave and pay, provisions for return to work after childbirth, other rights and requirements relating to maternity/adoption/surrogacy issues, statutory parental leave, statutory paternity leave and statutory leave for dependants.

ii. Our Shared Parental leave Policy and Procedures. This policy and related procedure apply to all employees who meet the eligibility criteria. This policy applies to all Acas employees, including those in same gender and non heterosexual couples.

iii. Our Special Leave and Career Breaks policy, which contains provisions for all members of staff.

All policies use gender neutral language where possible in accordance with the guidance.

The Parental Leave guidance makes it clear that the policies apply to all employees regardless of gender.

The policy states: An employee of any gender who has been continuously employed by Acas for a period of not less than a year and has, or expects to have, responsibility for a child is entitled to a total of 18 weeks' parental leave for the purpose of caring for that child.

A. Upload the adoption policy

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

B. Upload the special or compassionate leave policy

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

C. Upload the maternity policy

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

D. Upload the paternity policy

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

E. Upload the shared parental leave policy

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

Policies and Benefits: Part 2

Next Steps

1.4 Does the organisation have a Yes
policy (or policies) which support
employees who are
transitioning?

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](#).

- 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:

Outline of policy below:

- A. The policy includes work related guidance for an employee who is transitioning.
- B. It does not specifically set out the process for an employee to change their name and gender marker on workplace systems.

It does however include a section on ‘Preparing for transition’ which talks about devising a plan with the employee which will cover things such as the change of name, personal details and social gender. The policy also sign posts the employee to a:gender, the Civil Services staff network for individuals who have changed or need to change their perceived gender or who identify as intersex.

- C. All information contained in the policy is relevant to HR who will support the employee transitioning at work and their manager throughout the process.
- D. All information contained in the policy is relevant to managers who will support the employee transitioning at work throughout the process.
- E. The policy covers topics such as ‘Dress Code and appearance’ and ‘Use of single sex facilities.’ This provides helpful information to employees who are not transitioning. It also signposts the reader to a:gender Guide for Staff and Managers. This is a comprehensive guide for supporting all trans and intersex staff across government.

A. Upload guidance for members of staff

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

B. Upload guidance for making changes on systems

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

C. Upload guidance for HR staff

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

D. Upload guidance for managers

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

E. Upload guidance for colleagues

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

1.5 Does the organisation have a Yes
policy (or policies) in place to
support all trans employees,
including people with non-binary
identities?

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.

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:

When drafting the Transitioning at Work Policy, through the Equality Impact Assessment process and stakeholder reviews, it was identified and agreed that strong statements reflecting our commitment to all trans and non binary staff was required in this document. We included a link to Stonewall’s Glossary of terms in the document to help increase understanding for managers and colleagues. We are explicit in the policy regarding our expectations for staff using single sex facilities and dress codes.

Acas has a Diversity and Inclusion strategy. Our aim is to increase the representation of currently under represented groups in the workplace and build a culture and reputation as a place that attracts, develops, retains and fully engages a diverse workforce.

Upload the policy and highlight content relevant to option A

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



Upload the policy and highlight content relevant to option B

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



Upload the policy and highlight content relevant to option C

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



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:

Acas's new HR Intranet People Matters was launched this year. Our home page has a statement that Acas is an inclusive employer and our HR policies are fully inclusive of all staff regardless of age, working pattern, disability or long term health conditions, sex, sexual orientation, pregnancy and maternity, race, religion or belief, gender identity, expression or reassignment, or relationship status; marriage (including equal/same sex marriage) and civil partnership.

Throughout the year we have had regular communications to our people about our inclusive policies and that they include LGBT inclusion. The most recent one has coincided with Pride month and our refreshed our bullying & harassment products. (see attached evidence) Staff have been made aware of this post via an all staff email.

Upload a communication from the past two years highlighting the relevant content:

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



Provide the date that the 31/07/2019
communication was shared.

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