



St Wilfrid's Hospice

EQUALITY, DIVERSITY AND INCLUSION POLICY

Approved by: People Committee

Date of Approval: 29 June 2016

Date of Review: 19 May 2020

Policy Key Points:

- Valuing and working constructively with diversity to enable fair and full participation in our work and activities;
- Ensuring that there is no unjustified discrimination in our recruitment, selection, performance management and other processes;
- Assessing the impact of our policies to ensure that they don't disadvantage particular groups;
- Ensuring our values – Compassionate, Professional, Progressive and Respectful – underpin how we respond to equality, diversity and inclusion at St Wilfrid's;
- Treating each other with fairness, dignity and respect;
- Playing our part in removing barriers and redressing imbalances.

1. Policy Statement:

St Wilfrid's Hospice is committed to equality of opportunity and to providing a supportive and inclusive culture, one in which all our people are recognised as the individuals they are and treated with dignity and respect at all times. We value everyone's contribution and will endeavour to ensure that people are given the opportunity to realise their potential.

By working together to promote an inclusive workplace and workforce we will signal not just our commitment to diversity and inclusion but to providing the best possible care across all our community.

The hospice, in providing its services, is also committed against unlawful discrimination of patients, family members, visitors or members of the public.

2. Scope

This policy applies to all employees, volunteers and contractors with practising privileges.

3. Related Hospice Policies and Procedures:

Code of Conduct and Disciplinary Rules
 Data Security and Protection Policy
 Dignity and Respect at Work Policy
 Disciplinary Policy and Procedure
 Grievance Policy and Procedure
 Internal Communications Policy and Procedure
 Our Core Values
 Performance Development Policy
 Practising Privileges Policy and Procedure

Equality, Diversity and Inclusion Policy		
Owner HR Manager	Page 1 of 5	Version No: 1
		Date of approval: 19.5.20
		Revision due by: 19.5.23

Whistleblowing Policy and Procedure

4. Responsibility/Accountability:

The **Chief Executive**, under delegated authority from the Board of Trustees, holds ultimate accountability for adherence to the policy, ensuring that reasonable resources are made available for its implementation.

The **HR Manager** is responsible for ensuring this document is compliant with statutory legislation and implemented into practice.

Line Managers are responsible for informing and educating all existing employees, volunteers and contractors with practising privileges about the requirements of the document and dealing with any immediate concerns.

All **employees, volunteers and contractors with practising privileges** are responsible for adherence to the policy.

5. Definition:

Where the term “employee” is used in this document it includes volunteers and contractors with practising privileges (see Practising Privileges Policy for definition).

6. Approach:

St Wilfrid’s Hospice commits:

- To foster a supportive and inclusive environment in which individual differences and the contributions of all team members are recognised and valued.
- To provide a working environment that promotes dignity and respect for everyone, where people are free from discrimination, intimidation, harassment or bullying.
- To enable our people to achieve their full potential. Selection for training, development and progression opportunities will be purely based on merit and organisational priorities.
- To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can take action.
- To regularly review our employment practices and procedures so that fairness is maintained.

We will uphold our principles of equality, diversity and inclusion for all in our policies, procedures, practices and values. This includes ensuring that all aspects of our recruitment and selection processes are non-discriminatory and not providing those in our employment less favourable facilities or treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (which includes colour, nationality and ethnic or, national origins), religion or belief, sex or sexual orientation.

Employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. They will be given help and encouragement to develop to their full potential and utilise their unique talents. When selecting candidates for employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.

7. Responsibilities

Our commitment includes training managers and all other employees about their rights and responsibilities in respect of equality, diversity and inclusion. All employees are responsible for the promotion and advancement of equality, diversity and inclusion at St Wilfrid’s. Behaviour, actions or words that undermine this are not acceptable and will be addressed in line with hospice policy and our values.

Equality, Diversity and Inclusion Policy		
Owner HR Manager	Page 2 of 5	Version No: 1
		Date of approval: 19.5.20
		Revision due by: 19.5.23

Responsibilities include employees conducting themselves in such a way as to help the hospice provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All employees should understand they, as well as the hospice, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, patients, visitors, volunteers, and the public.

The hospice will take very seriously any complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, patients, volunteers, family members, visitors, the public and any others in the course of the hospice's work activities.

Such acts, following investigation, could be dealt with as misconduct under the hospice's grievance and/or disciplinary procedures and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice

Sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

8. Monitoring and Compliance:

Monitoring will include assessing how this policy is working in practice utilising various means, which could include employee pulse survey questions, recruitment feedback, exit interviews, performance reviews etc.

St Wilfrid's will monitor the make-up of the workforce including age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in this policy.

9. Training Needs:

Employees will be made aware of the policy as part of their induction process.

If any changes are made to the policy employees will be notified. One to one briefings will be given where specific guidance or assistance is required by the individual.

10. Policy Review:

The policy will be reviewed following introduction of any new legislation, significant changes within the hospice or 3 years following implementation of this document.

11. Compliance with Statutory and other Requirements:

Care Quality Commission (CQC) – Essential Standards of Quality and Safety
Equality Act 2010
Employment Rights Act 1996

12. References:

Data Protection Act 2018
General Data Protection Regulation (2018)

Equality, Diversity and Inclusion Policy			
Owner HR Manager	Page 3 of 5	Version No:	1
		Date of approval:	19.5.20
		Revision due by:	19.5.23

Equality Impact Assessment Tool

The hospice aims to design and implement services, policies and measures that meet the diverse needs of their service, population and workforce, ensuring that none are placed at a disadvantage in relation to others. The Equality Assessment Tool is designed to help employees consider the needs and assess the impact of the policy in this light. Appropriate adjustments will be made to accommodate individual communication needs.



Policy and Procedure Title: Equality, Diversity and Inclusion Policy Date Completed: May 2019

Assessment Tool Completed By: Name: Georgina Chandler Job Title: HR Manager

		Yes/No	Comments
1.	Does the document/guidance affect one group less or more favourably than another on the basis of:	No	
	Race		
	Ethnic origins (including gypsies and travellers)		
	Nationality		
	Gender (including gender reassignment)		
	Culture		
	Religion or belief		
	Sexual orientation		
	Age		
	Disability - learning disabilities, physical disability, sensory impairment and mental health problems		
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable?	No	
4.	Is the impact of the document/guidance likely to be negative?	No	
5.	If so, can the impact be avoided?	N/A	
6.	What alternative is there to achieving the document/guidance without the impact?	N/A	
7.	Can we reduce the impact by taking different action?	N/A	

If you have identified a potential discriminatory impact of this procedural document, please refer it to the Human Resources Manager, together with any

Equality, Diversity and Inclusion Policy			
Owner HR Manager	Page 4 of 5	Version No:	1
		Date of approval:	19.5.20
		Revision due by:	19.5.23

suggestions as to the action required to avoid/reduce this impact.

Equality, Diversity and Inclusion Policy			
Owner HR Manager	Page 5 of 5	Version No:	1
		Date of approval:	19.5.20
		Revision due by:	19.5.23