

Equality and Diversity Policy

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Document and Consultation History

Document History

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Consultation History

Stakeholders Name	Area of Expertise	Date Sent	Date Received	Comments	Changes Made
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Contents

Document and Consultation History	2
1.0 Introduction	3
2.0 Equality Statement	3
3.0 Aims	3
4.0 Definitions in relation to Equality and Diversity	4
5.0 Scope of the Policy	4
6.0 Roles and Responsibilities	4
7.0 Training and Development	5
8.0 Service Delivery	5
Appendix 1: Equality Impact Assessment	6
Appendix 2: Audit and Monitoring Criteria	6

1.0 Introduction

Policy Statement

This policy provides the framework for Milton Keynes Hospital NHS Foundation Trust (the Trust) to meet its commitment to Equality and Diversity.

The purpose of this policy is to make clear the Trust's commitment to preventing discrimination and promoting equal opportunities for our workforce and for the delivery of our service to our patients.

2.0 Equality Statement

The Trust standards have been developed through the 'We care' programme and are:

- Treat everyone with respect, courtesy and kindness.
- Provide timely care and attention.
- Listen, inform and explain.
- Involve you as part of the team and work together.
- Are reassuringly professional.
- Provide and maintain a clean and comfortable environment.

In line with these standards, the Trust is committed to ensuring that it treats everyone fairly, with respect and it does not discriminate against individuals and groups on the basis of any 'protected characteristics' of the Equality Act 2010. The 'protected characteristics' are as follows:

- age
- disability
- sex (gender)
- gender reassignment
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – this includes lack of belief
- sexual orientation
- marital status
- pregnancy and maternity.

The Trust will assess the potential effects of a policy on relevant population by undertaking an Equality Impact Assessment (EqIA).

3.0 Aims

Equality and Diversity underpins all of our aims, objectives and actions towards addressing inequalities and promoting diversity in delivering healthcare and employment. Equality and diversity belongs to everyone and every individual has the right to be treated with respect and dignity and not to be discriminated against.

4.0 Definitions in relation to Equality and Diversity

Equal Opportunity

This is a legal framework to protect against discrimination, promote equality of opportunity and foster good relations between people with 'protected characteristics'.

Diversity

Diversity is the valuing of our individual differences and talents, creating a culture where everyone can participate, thrive and contribute.

Direct Discrimination

This is less favourable treatment than another person because of a protected characteristic.

Associative Discrimination

Associative discrimination can also be direct discrimination if the discrimination is because a person associates with someone who possess a protected characteristic.

Perception Discrimination

Perception discrimination can also be direct discrimination if the discrimination is because a person perceives someone possesses a protected characteristic.

Indirect Discrimination

This occurs when there is a condition, rule, policy or practice that applies to everyone that particularly disadvantages people who share a protected characteristic.

Harassment

This is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual

5.0 Scope of the Policy

This policy applies to all staff working within the organisation including employees, workers, volunteers, students, contractors and staff from other organisations working on Trust premises.

6.0 Roles and Responsibilities

Professional attitudes and good behaviour and conduct are essential in ensuring equality and diversity is adhered to when delivering a service and carrying out the functions required within the Trust.

It is the responsibility of everyone within the Trust to ensure that they behave and conduct themselves in such a way as to ensure work colleagues and patients are treated with dignity and respect.

Individuals

Everyone has a responsibility to ensure that they do not discriminate, harass or bully anyone and promote a climate free from unacceptable behaviour. Each individual must ensure that their own conduct and that of their colleagues is appropriate and does not cause offence.

Staff are encouraged to challenge and discourage unacceptable and offensive behaviour. Staff are reminded of the Trust's Dignity at Work policy which can be used when standards of behaviour fall short. Staff are advised that anyone found to be behaving unacceptably may be subject to the disciplinary action in accordance with the Trust's Disciplinary and Dignity at Work policies.

Chief Executive

The Chief Executive has overall responsibility for leading, promoting and monitoring the Equality and Diversity agenda for the Trust.

Divisional, CSU, Department and Line Managers

All managers are required to ensure that the equality and Diversity policy is adhered to and ensure that all staff undertakes the required mandatory training in Equality and Diversity.

Equality and Diversity Service and Workforce Leads

The service lead is responsible for ensuring a policy and action plans are in place to deliver the equality agenda in relation to service delivery. The workforce lead is responsible for ensuring a policy and action plan is in place to deliver the equality agenda for the workforce.

7.0 Training and Development

All new staff will be expected to attend the mandatory corporate induction programme which includes training in Equality and Diversity. All staff are required to undertake refresher training in Equality and Diversity every three years either in the classroom or through e-learning via ESR.

8.0 Service Delivery

The Trust will ensure that its services are non-discriminatory, enabling equality of access and provision and meeting the requirements under the equality Act 2010.

Appendix 1: Equality Impact Assessment

Impact	Age	Disability	Sex (gender)	Gender Reassignment	Race	Religion or Belief	Sexual orientation	Marital Status	Pregnancy & Maternity
Do different groups have different needs, experiences, issues and priorities in relation to the proposed policy?	N	N	N	N	N	N	N	N	N
Is there potential for or evidence that the proposed policy will not promote equality of opportunity for all and promote good relations between different groups?	N	N	N	N	N	N	N	N	N
Is there potential for or evidence that the proposed policy will affect different population groups differently (including possibly discriminating against certain groups)?	N	N	N	N	N	N	N	N	N
Is there public concern (including media, academic, voluntary or sector specific interest) in potential discrimination against a particular population group or groups?	N	N	N	N	N	N	N	N	N

Appendix 2: Audit and Monitoring Criteria

Audit Criteria	Tool	Audit Lead	Frequency of Audit	Responsible Committee	How changes will be implemented	Responsibility for Actions
Percentage of staff attending mandatory training	BI	Workforce Information Manager	Monthly	Workforce Assurance Committee	Policy Review Group	Divisional HR Business Partners
Annual report on Equality and Diversity for Workforce	ESR and NHS Jobs	Equality and Diversity lead for Workforce	Annual	Workforce Assurance Committee	Policy Review Group	Equality and Diversity Lead for Workforce
Annual report on Equality and Diversity for Service Delivery	Patient Data	Equality and Diversity lead for	Annual	Quality Committee	Policy Review Group	Equality and Diversity Lead for Service Delivery