

	<b>Document Title</b>		<b>Effective From</b>
	Equality, Diversity and Inclusion Policy		01 June 2022
<b>POLICY</b>	<b>Approval Body</b>	<b>Version No.</b>	<b>Review Due Date</b>
	EXECUTIVE MANAGEMENT GROUP	03	31 May 2025
	<b>Owner</b>	<b>Department</b>	
	Engagement Diversity and Inclusion Advisor	Engagement, Equality & Diversity	
<ul style="list-style-type: none"> <li>• This policy supersedes all previous issues.</li> <li>• Printed copies of this document are valid only until midnight of the day it was printed.</li> <li>• This policy covers both the Trust (NEAS) and its subsidiary company (NEASUS).</li> </ul>			

<b>DOCUMENT TYPE</b>	Organisational <input checked="" type="checkbox"/> Departmental <input type="checkbox"/>
<b>PURPOSE</b>	<p>The purpose of this policy is to ensure that the North East Ambulance Service NHS Foundation Trust promotes a diverse workforce, representative of the communities we serve, while also ensuring that staff are not unlawfully discriminated against on the grounds of any protected characteristics.</p> <p>It summarises the Trust's commitment to equality, diversity and inclusion (EDI) best practice while also putting forward measures to ensure the Trust's public sector responsibilities are met.</p>
<b>APPLICABLE TO</b>	All NEAS employees, as well as consultants, vendors, agency workers, contractors, service users, trainees/students, volunteers and/or any other parties who have a business relationship with NEAS.
<b>KEY THINGS TO KNOW ABOUT THIS POLICY</b>	<ol style="list-style-type: none"> <li>1. The EDI Code of Practice has undergone a full rewrite in line with the latest legislation, guidance and policies.</li> <li>2. It ensures inclusion within the Trust meets the latest requirements and guidelines</li> <li>3. It ensures all employees are aware of what is expected of them.</li> <li>4. This policy is designed to ensure that staff are not unlawfully discriminated against on the grounds of age, disability, gender identity and reassignment, marriage or civil partnership status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, gender, or sexual orientation (the '<b>Protected Characteristics</b>').</li> <li>5. It puts forward measures to ensure the Trust's public sector responsibilities as an employer are met while also valuing the strength of diversity within the workforce and the communities we serve.</li> <li>6. This document summarises the Trust's commitment to promoting and ensuring equality, diversity and inclusion best practice throughout the organisation and the service we provide. This includes a commitment to: <ul style="list-style-type: none"> <li>• Promoting equality, diversity and inclusion in the workplace.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Recruiting a workforce which represents the communities they serve, encouraging applications from all sections of the community, and ensuring that all applicants are treated fairly at every stage of the recruitment process, with reasonable adjustments made where required.</li> <li>• Creating an inclusive environment in which individual differences are recognised, respected and valued, where people can be themselves in the workplace and positive and respectful relationships can be fostered.</li> <li>• Eliminating all forms of unlawful discrimination, intimidation, bullying and harassment.</li> <li>• Ensuring that development and progression opportunities are available to all, and peoples' contributions are valued and recognised.</li> <li>• Reviewing and updating policies and procedures ensuring people are protected in line with the latest guidance, best practice and supporting information, also considering impact of policy and procedural changes on people from protected groups. Effective equality monitoring systems and processes are in place to check that our commitments are being met and upheld.</li> </ul>
<b>EXPECTED OUTCOME</b>	Readers are expected to understand the organisational position on equality, diversity and inclusion, know their responsibilities in relation to the policy and comply with the terms of the policy.

<b>POLICY STATEMENT</b>	
<b>1. GENERAL POLICY STATEMENT</b>	
1.1	The Equality Act (2010) and Public Sector Equality Duty places duties on public bodies which we need to respond to in our employment policies, practices, and the provision of our services.
1.2	The Trust will not tolerate any form of discrimination towards employees or members of the public/patients on the grounds of any of the protected characteristics outlined within The Equality Act 2010.
1.3	We believe that by recognising and valuing the contributions of each individual we can create an environment where diversity is celebrated, and employees feel supported and able to achieve their full potential; while patients are also able to feel comfortable, safe and satisfied within our service.
1.4	This policy applies to all Trust employees and workers (including apprentices, consultants, contractors, casual workers, temporary, agency workers and volunteers) and should be read in conjunction with all Trust policies applicable to each specific group of staff.
<b>2. DISCRIMINATION</b>	
2.1	The Trust will not unlawfully discriminate against or harass other people including any current or Former employees/volunteers, job applicants, clients, patients, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with patients, suppliers or other work-related contacts or when wearing a work uniform), and on work-related trips or events including social events.

2.2 If discrimination occurs by executive members, the Chief Executive Officer and Directors would be held to the same disciplinary procedures as other employees. The Chairman and non-Executive Directors would face investigation by the Lead Governor from the Council of Governors. The Chairman could also face a review by the Senior Independent Director if appropriate.

2.3 The Trust is an emergency service and may deem it necessary for our workforce to comply with rules or other provisions, criteria or practices that may result in a person feeling that they have been discriminated against on the grounds of a protected characteristic. Any decisions that are indirectly discriminatory can only be legally justified where it is necessary to meet a legitimate requirement. For example, Police, Fire and Ambulance services require job applicants to take a number of fitness tests to ensure candidates are able to perform particular frontline tasks in line with health and safety requirements. This is therefore considered legally justifiable.

2.4 Direct discrimination, indirect discrimination, discrimination by association, discrimination by perception, harassment and victimisation are all prohibited under this policy and are unlawful.

- **Direct discrimination** refers to treating someone less favourably because of a protected characteristic they possess.
- **Indirect discrimination** is where policies, practices and procedures, etc. unknowingly and unlawfully discriminate against a person or group of people because of their protected characteristics.
- **Discrimination by association** is treating someone unfavourably because they associate with someone who has a protected characteristic.
- **Discrimination by perception** refers to treating someone unfavourably because others believe they have a protected characteristic.
- **Victimisation** is where an individual is treated less favourably because of a complaint made under The Equality Act 2010.
- **Harassment** is where a person or group of people are subjected to unwanted attention with the purpose of violating their dignity through intimidation, hostility, degradation, humiliation and offensive conduct because of their protected characteristics. This may be in the form of physical acts or verbal and non-verbal communication or gestures. This is further covered under the Trust's Dignity at Work Policy.

### 3. PROTECTED CHARACTERISTICS

3.1 The Trust will not tolerate any discrimination or negative treatment because of any protected characteristics, as outlined in The Equality Act, 2010. This applies to all aspects of employment including training, recruitment, promotion and dismissal.

3.2 Whilst this policy is not driven solely by legislation, it recognises the importance of ensuring that we can meet our statutory duties covering the nine protected characteristics of disability, gender, gender reassignment / identity, race (including ethnic or national origins, colour or nationality), age, sexual orientation, religion or belief (including lack of belief), pregnancy and maternity and marriage and civil partnership.

- 3.3 Harassment or bullying, because of a protected characteristic or any other personal attribute will not be tolerated in any form in relation to employment or service delivery. This includes inappropriate verbal and written comments including jokes, e-mails, graffiti, songs, or speeches. The Trust will take action against those responsible for any such actions.
- 3.4 Individual employees may hold differing personal, cultural and religious beliefs and practices and therefore it is important employees respect each other's personal beliefs and treat each other with dignity and respect at all times.
- 3.5 We recognise key dates, events, and festivals across the year to help raise awareness of inequalities, improve understanding, and educate people about the issues some people in society face.
- 3.6 We have appropriate monitoring arrangements in place to help understand how our policies and processes impact on people with a range of protected characteristics. This data is considered alongside employee and patient survey feedback to identify potential for unfair treatment. The results are reported to committees and published annually in the Trust's Equality, Diversity and Inclusion Annual Report and Patient Experience Report.
- 3.7 Additionally, the Trust will continue to respect the right of any individual to disclose or not disclose personal information relating to their protected characteristics, albeit it is encouraged for data purposes only, and we will support the right of any employee or patient to do this without fear of discrimination, harassment and bullying.
- 3.8 Any personal information shared will be managed under the Records Management Policy and in line with the latest General Data Protection Regulations and Information Governance requirements. The Trust will ensure that the quality and quantity of information is controlled, the information is maintained in a manner that services the needs of the organisation and stakeholders and information is disposed of appropriately when it is no longer required.
- 3.9 Further information on protected characteristics can be found in **Appendix 1**.

## **4.0 EQUAL OPPORTUNITIES**

### **4.1 Workforce Profile**

- 4.1.1 Our April 2022 workforce profile information informs us our trust is becoming more diverse. We have seen increases across all categories. The latest information is available in our Equality Diversity and inclusion annual report available via our website [www.neas.nhs.uk/about-us/equality-and-diversity.aspx](http://www.neas.nhs.uk/about-us/equality-and-diversity.aspx)

### **4.2 Recruitment**

- 4.2.1 Recruitment and selection will adhere to the Equality Act 2010 and follow legal requirements and best practice guidance to ensure equal opportunities and equal access to employment for all potential candidates. Any decisions on appointment will be made on merit alone and because the candidate is

the best person for the job. If a candidate requires a reasonable adjustment, this will be supported during the recruitment process.

- 4.2.2 The Trust's commitment to equal opportunities and the Trust's status a Disability Confident Leader should be shared with job advertisements and under the scheme we will work to meet all requirements as per: [Level 3: Disability Confident Leader - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/level-3-disability-confident-leader)
- 4.2.3 No forms of discrimination are permitted except those that are a justifiable under the Equality Act, that are a proportionate means of achieving a legitimate aim. This includes positive discrimination, which is not permitted within the organisation and goes against Trust values and The Equality Act 2010.
- 4.2.4 Further information on recruitment can be found in the Trust's Recruitment Policy.

### **4.3 Promotion**

- 4.3.1 All employees can seek promotion in order to advance their careers. Promotion will be based solely on an individual's merits, abilities, experience and possession of the appropriate and necessary qualifications.
- 4.3.2 Progression and promotion are based entirely on relevant criteria. We will ensure that no unlawful discrimination occurs through consistent monitoring and the delivery of the EDI mandatory reports and relevant frameworks. We will ensure all employees are protected from discrimination on the grounds of any protected characteristics, ensuring all employees are able to fulfil their potential and allowing us to develop a more inclusive and diverse workforce.

### **4.4 Mentoring**

- 4.4.1 A positive action Reciprocal Mentoring programme is being developed to support equity by providing staff with an opportunity to learn together and share diverse experiences, to help to build a more inclusive culture. The aim is to have an open and honest conversation to learn more about one another and our roles across the organisation through sharing lived experiences. Discrimination is not permitted throughout the process and colleagues taking part in the programme must ensure mutual respect is given and the Trusts Values and Behaviours are upheld.

### **4.5 Publicity**

- 4.5.1 The Trust will strive to portray positive and diverse images of our staff in all literature, publicity material and public documents, and actively seek to illustrate their successes with regard to equal opportunities practices.
- 4.5.2 Where possible, the accessibility of promotions to those with diverse communication needs should be considered. This should include sharing messaging in a range of different formats to meet the needs of diverse groups of people. For example, translations in other languages and BSL, braille, easy read, etc.

#### **4.6 Flexible Working/Work-Life Balance**

- 4.6.1 The Trust is committed to creating flexible working environments that support staff members while ensuring their needs are met. The Trust respects staff needs to manage a healthy and productive balance between work and life outside work.
- 4.6.2 For staff working on an agile basis, line managers should be contacted to discuss the possibility of reasonable adjustments and provision of any necessary equipment.
- 4.6.3 For further information the Family Friendly Policy, Flexible Working and Career Break Policy and Agile Working Policy should be referred to.

#### **4.7 Equal Pay**

- 4.7.1 The Trust adheres to the NHS Terms and Conditions. The grade or band of posts is determined using the NHS Job Evaluation scheme. Where other pay scales are utilised (e.g. medical staff), they will follow the pay scales set nationally by the Pay Review Body. The scheme has been developed for the NHS, agreed with Trade Unions and verified by Job Evaluation experts to ensure that it is free from bias. All terms and condition of service have been harmonised and apply equally across all pay bands.

#### **4.8 Policy and Organisational Changes**

- 4.8.1 All significant organisational developments or changes, (such as changes to shift/rota patterns, review of service provision, and all new Trust policies) will be subject to an Equality Analysis Assessment (EAA) before the change is approved. This will ensure that any equality issues are considered whilst policies are written and before implementation. The EAA Policy should be referred to for more information.

#### **4.9 Bullying and Harassment**

- 4.9.1 Any employee who feels that they have suffered any form of bullying or harassment can make a complaint using the procedure outlined in the Dignity at Work Policy. Complaints raised under this policy will be dealt with fairly, sensitively and confidentially. However, this avenue is only recommended when informal resolution and mediation are not possible.

#### **4.10 Grievance and Disciplinary**

- 4.10.1 The Trust will ensure that it's disciplinary and grievance procedures are applied fairly and irrespective of any protected characteristics as outlined previously. Grievances and disciplinary matters should be dealt with fairly and consistently by applying the relevant policies and adhering to timescales.

#### **4.11 Dismissal and Redundancy**

- 4.11.1 The Trust will ensure that employees with the responsibility for taking decisions about dismissal and redundancy do not discriminate in the process on the grounds of any protected characteristic.
- 4.11.2 The Trust's Disciplinary, Sickness Absence, Organisational Change and Capability Policies can be

referred to for further information on potential employee dismissal.

## **4.12 Equality Frameworks**

4.12.1 The Trust uses a range of equality frameworks to guide our work on equality, diversity and inclusion and fulfil our mandated duties. These include:

- Equality Delivery System 3 (EDS3) – Helps NHS organisations review and assess equality performance against four goals and eleven objectives
- Employers Network for Equality and Inclusion (ENEI) – A national framework used to measure our progress, explore areas for improvement and benchmark against other organisations
- Disability Confident Leader – The scheme recognises our commitment to address inequalities in employment for disabled people. As a 'leader' organisation we undertake an external assessment every 3 years
- Dyslexia Smart – Awarded to the Trust by British Dyslexia Association (BDA) in 2021, to recognise and promote good practice supporting neuro-diverse individuals
- Business in the Community (BITC) Race at Work Charter – Empowering and accelerating change for ethnically diverse employees via five calls to action
- Mind Blue Light – This is a campaign specifically aimed at emergency service staff and volunteers to think about their mental health
- Dementia Friends – We have been a Dementia Friendly organisation since 2016 with a commitment to dementia education, support and action
- Workforce Race Equality Standard (WRES) – requires us to demonstrate progress against a number of race workforce indicators
- Workforce Disability Equality Standard (WDES) – requires us to demonstrate progress against a number of disability workforce indicators
- The Gender Pay Audit – Government mandate to report annually on gender pay gap against six measures, since April 2017.

## **5. SUPPORT AND DEVELOPMENT**

### **5.1 Training and Development**

5.1.1 All staff are provided with training in diversity, equality, and inclusion at work, in the form of induction and the Trust's statutory and mandatory training. All employees and volunteers are provided with the necessary training, skills and knowledge required to understand their responsibilities to enable them to deliver services to the diverse needs of the local population and meet our behaviours and values framework.

5.1.2 Managers are also required to attend the Trust's recruitment and selection training, to ensure they are familiar with the principles of equal opportunities in recruitment, how bias can impact on decisions and the reasonable adjustments they can make in accordance with the Equality Act and our policy.

5.1.3 The Trust will provide training for all staff required to undertake equality impact assessments, ensuring all protected characteristics are considered at policy development stage or when changes

to organisational development are proposed. This training can be requested through the EDI team or accessed on siren at:

<https://neasft.sharepoint.com/sites/Equality/SitePages/Equality%20Analysis%20Assessment.aspx>

5.1.4 EDI training is also available to managers as part of their leadership development training and is available through the training team. All new managers are expected to undertake this training.

## **5.2 Complaints**

5.2.1 The Trust will take seriously all complaints of discrimination or harassment related to a persons' protected characteristics. This will be considered irrespective of whether the complaint is made by an employee, manager, service user, or any other relevant third party.

5.2.2 If a non-employee complainant does not believe that they have been treated fairly in accordance with this policy or if they have been subjected to discrimination, harassment or victimisation as a result of their complaint, they should be directed to contact the Trust's Patient Experience Team via the Trust's website:

<https://www.neas.nhs.uk/about-us/patient-feedback/complaints,-compliments-and-comments.aspx>

5.2.3 If an employee complainant does not believe that they have been treated fairly in accordance with this policy or if they have been subjected to discrimination, harassment or victimisation as a result of their complaint, they should utilise the Trust's Dignity at Work Policy or Freedom to Speak Up Policy. Alternatively, they could opt for more informal proceedings by speaking to their line manager or HR for advice and guidance.

5.2.4 Any acts of discrimination could result in a disciplinary investigation or hearing which would be dealt with through the Trust's Disciplinary Procedure. If an employee has been unfairly discriminated against, harassed or victimised by a staff member, the perpetrator could face dismissal. If the action does not result in dismissal, the perpetrator could be required to attend suitable training and prevented from taking part in employment processes including but not restricted to: completion of probation, career progression, salary increases, etc. This would be until such time as the aggressor has fully demonstrated that they are adhering to the Trusts behaviours and values.

5.2.5 Breach of this policy by third parties will result in their employer being contacted and a formal complaint being issued.

5.2.6 Breach of this policy by service users will result in a review of the services we provide them, and a report could be made to the police.

5.2.7 If appropriate, the Trust will seek to follow legal proceedings for breach of this policy by employees, third parties and/or service users if necessary.

## **5.3 Freedom to Speak Up**

5.3.1 Everyone has a right and a duty to report any concerns relating to propriety such as illegal activity, concerns about patient care or staff experiences, etc. Any member of staff can contact the Freedom to Speak Up Guardian for a confidential discussion if they feel they cannot openly discuss a situation with



their line manager. Details and further information of how to do this can be found in the Freedom to Speak Up Policy. If service users have any such concerns, they should contact the Trust's Patient Experience Team.

#### **5.4 Staff Networks**

5.4.1 Staff networks are there to support staff members and amplify their voices. They are also able to influence decisions, challenge, provide feedback on the Trust policies, initiatives and organisational changes. They can provide a unique perspective and help ensure equality, diversity and inclusion are considered in decision making. The Trust's groups help to improve service delivery and quality of work-life for employees, they provide a safe space for people from protected groups to share experiences and provide support to colleagues.

5.4.2 The Trust will include representatives from relevant networks, in addition to unions and the EDI team, in planning where said decisions are likely to have an impact on employees/volunteers, service users and/or any third parties with protected characteristics.

5.4.3 Further information on the staff networks is available on siren at: <https://neasft.sharepoint.com/sites/Equality/SitePages/Staff-Networks.aspx>

#### **5.5 Other Support**

5.5.1 Other support is available to staff members through Human Resources, Engagement Diversity and Inclusion, Safeguarding, Occupational Health and Health and safety teams. Further advice and guidance is also available on siren here: [NEAS Support \(sharepoint.com\)](#)

#### **5.6 Accessibility**

5.6.1 We are continuously working on ways to support our staff and improve our services for patients. This could include meeting a staff members specific needs or helping staff to meet their patients' needs and making services more accessible. Some of the work we have completed can be viewed here: [Accessibility for Staff and Patients \(sharepoint.com\)](#).

### **6. EQUALITY ANALYSIS ASSESSMENTS (EAAs)**

6.1 The Trust has a duty to consider the possible equality impacts of policies and major decisions as a requirement of existing equality legislation. The Trust uses Equality Analysis Assessments to undertake this task, assist in delivery of business objectives to achieve equal outcomes for staff, service users and communities.

6.2 EAAs are a way of examining the main functions and policies of an organisation to see whether they have the potential to affect people differently. Their purpose is to identify and address real or potential inequalities resulting from policy and practice development. An EAA should cover all protected characteristics and ensure appropriate mitigation measures are put into place to ensure equity for all.

6.3 An annual audit of EAAs will take place by the EDI team and be presented to the People and

Development Committee. It will ensure that all policy changes have undergone an EAA and they are of 'good' quality. Refer to the EAA Policy for more information

[Equality Analysis Assessments \(sharepoint.com\)](#)

## **7. TRAINING REQUIRED FOR COMPLIANCE WITH THIS POLICY**

- 7.1 This policy will be part of the induction material presented to staff on commencement of employment with The Trust. The Equality, Diversity and Inclusion team will provide training and advice to individuals on request.

## **8. STATEMENT ON POLICY IMPLEMENTATION**

- 8.1 Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Update on Siren and on to the Equality, Diversity and Inclusion Siren pages. The final policy will also be shared with Stakeholders, staff network groups and the EDI Group, for information
- 8.2 The Equality, Diversity and Inclusion team can be consulted to provide any additional advice or training that may be required to support implementation of the policy.

## **9. STATEMENT ON EQUALITY AND DIVERSITY**

- 9.1 The Trust is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our Equality Plan – One Service for All.
- 9.2 This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups. Any issues highlighted in the assessment have been considered and incorporated into the policy and approved by the Lead Director and relevant committee.

## **10. STATEMENT ON CONSULTATION**

- 10.1 This policy has been reviewed in consultation with:
- Human Resources
  - Operational Managers
  - Quality Improvement Manager
  - Freedom to Speak Up Guardian
  - Able@NEAS
  - Proud@NEAS
  - Together@NEAS
  - Stakeholder Equality Group

- 10.2 A summary of the consultation output and any subsequent amendments to the policy content was

shared with the Policy Review Group/JCC as part of the policy approval process.

<b>RESPONSIBILITIES</b>	
<b>EXECUTIVE MANAGEMENT GROUP (EMG)</b>	EMG approves all organisational policies.
<b>POLICY REVIEW GROUP (PRG)</b>	PRG reviews all organisational policies (except people-related policies) and departmental procedures. PRG recommends all organisational policies to EMG for approval.
<b>JOINT CONSULTATIVE COMMITTEE (JCC)</b>	JCC reviews all <i>people-related</i> policies and procedures. JCC recommends people-related policies to EMG for approval.
<b>EXECUTIVE DIRECTORS</b>	Executive Directors are responsible for ensuring policies are communicated and implemented within their functions. They also approve departmental procedures once assurance is received from the Policy Review Group that the procedure is robust and fit for purpose.
<b>MANAGERS</b>	Managers have a responsibility to ensure their teams are aware of and comply with all organisational policies.
<b>CHIEF EXECUTIVE</b>	Responsible for ensuring this policy is implemented and upheld throughout the Trust.
<b>ENGAGEMENT, DIVERSITY AND INCLUSION TEAM</b>	The Engagement, Diversity and Inclusion (EDI) team are responsible for updating the EDI Policy in line with organisational changes, promoting it, ensuring it is fit for purpose and embedding diversity and inclusion throughout the Trust.
<b>HUMAN RESOURCES</b>	Human resources are responsible for ensuring the policy is upheld in line with employment legislation and best practice people management principles, providing guidance to all employees on how to best follow the policy, if necessary, in conjunction with the EDI team.
<b>TRADE UNION COLLEAGUES</b>	Trade Union colleagues are expected to collaborate on the development of people-related policies and procedures via the JCC policy sub-group and upon approval, support their implementation among trade union members.
<b>ALL COLLEAGUES</b>	<p>All colleagues are expected to be familiar with and comply with the provisions of this policy. Colleagues have a responsibility to conduct themselves in a manner which reflects the NEAS values of Compassion, Accountability and Responsibility, Respect and Excellence and Innovation and to speak up where they see non-compliance with policy.</p> <p>All staff have a responsibility to be aware of and comply with the policy, promote equal opportunities, challenge or raise concerns about any discriminatory behaviours they have experienced or witnessed and highlight any possible changes or improvements to the policy with either</p>

	<p>their line managers or the EDI Team.</p> <p>Staff must not allow their own lifestyle choices, prejudices or attitudes compromise their professional relationships with colleagues or with their ability to provide patient care or community support. They must ensure that they behave in accordance with the Trust's behaviours and values framework.</p> <p>Staff must ensure that they do not victimise or attempt to victimise any complainants, whether they are employees or service users, and staff should not harass, abuse or intimidate other employees or service users for any reason.</p> <p>Staff should be aware that any discriminatory actions or behaviours will be dealt with in line with the Trust's Disciplinary policy, Dignity at Work Policy and/or Grievance policy (as appropriate) and, depending on the outcome, may result in formal disciplinary action. This also applies to staff who attempt to encourage discriminatory behaviours in others and/or fail to challenge any such behaviours.</p>
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<b>GLOSSARY OF KEY TERMS/DEFINITIONS</b>	
<b>EAA</b>	Equality Analysis Assessment
<b>GENDER</b>	Male, female
<b>GENDER IDENTITY</b>	The gender a person identifies with could be male, female, non-binary, transgender, gender fluid, or something else
<b>ETHNICITY</b>	The ethnic origin or race of a person
<b>DISABILITY</b>	If a person has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities
<b>SEXUAL ORIENTATION</b>	If a persons' orientation is towards people of the same sex (lesbians and gay men); people of the opposite sex (heterosexual); people of the same sex and the opposite sex (bisexual); not limited in sexual choice regarding biological sex, gender, or gender identity (pansexual); lacks sexual attraction to others, or has a low or absent interest in or desire for sexual activity (asexual)
<b>FAITH, RELIGION, OR BELIEF</b>	The belief in the doctrines of a religion, faith or belief, including no belief that a person may have
<b>AGE</b>	How old a person is
<b>PATERNITY</b>	The state of being a father
<b>MATERNITY</b>	The state of being a mother
<b>MARRIAGE</b>	The legal partnership of same sex and opposite sex couples
<b>CIVIL PARTNERSHIP</b>	A legal partnership of same sex couples

<b>MISCELLANEOUS</b>	
<b>REFERENCES</b>	<ul style="list-style-type: none"> <li>• The Equality Act 2010</li> <li>• Public Sector Equality Duty</li> <li>• Equality Delivery System 3 (EDS3)</li> <li>• Employers Network for Equality and Inclusion (ENEI)</li> <li>• Disability Confident Leader</li> <li>• Dyslexia Smart</li> <li>• Business in the Community (BITC) Race at Work Charter</li> <li>• Mind Blue Light</li> <li>• Dementia Friends</li> <li>• Workforce Race Equality Standard (WRES)</li> <li>• Workforce Disability Equality Standard (WDES)</li> <li>• The Gender Pay Audit</li> </ul>
<b>RELATED DOCUMENTS</b>	<ul style="list-style-type: none"> <li>• Dignity at Work Policy</li> <li>• Grievance Policy</li> <li>• Capability Policy</li> <li>• Sickness Absence Policy</li> <li>• Family Friendly Policy</li> <li>• Trans Inclusion and Non-Binary Guidance</li> <li>• Uniform Policy</li> <li>• Retirement Policy</li> <li>• Annual Leave Policy</li> <li>• Dyslexia Guidance</li> <li>• Health and Carers Passport</li> </ul>
<b>KEYWORDS</b>	<ul style="list-style-type: none"> <li>• Age</li> <li>• Gender</li> <li>• Sexual Orientation</li> <li>• Race</li> <li>• Sex</li> <li>• Disability</li> <li>• Pregnancy</li> <li>• Maternity/Adoption</li> <li>• Civil Partnership</li> <li>• Marriage</li> <li>• Carers</li> <li>• Transgender</li> <li>• Gender Identity</li> <li>• Diversity</li> <li>• Inclusion</li> </ul>

MONITORING OF POLICY COMPLIANCE					
Policy Statement	KPI	Method	Who By	Committee/Group	Frequency
Recruitment	Shortlisting data comparison	Recruitment summary report	EDI Team and Recruitment Team	EDI Group	Twice a year
Workforce Profile	ESR Workforce demographic summary	Workforce summary report	EDI Team and Recruitment Team	EDI Group	Quarterly
Patient Experience Data	Patient satisfaction	Monthly summaries with a quarterly and yearly report on workforce data	EDI Team and Patient Experience Team	EDI Group	Ongoing
Grievances, Disciplinary, Capability data	WDES and WRES	EDI Annual Report and WRES and WDES reports	EDI Team and HR	EDI Group and People and Development Committee	Yearly
Staff Survey	Demographic comparisons of staff survey data	Evaluate staff survey benchmark reports against national reports to understand how staff feel and areas for improvement	EDI Team and OD Team	EDI Group, People and Development Committee and Staff Networks	Yearly

VERSION CONTROL				
Version No.	Documentation Section/Page No.	Description of Change and Rationale	Author/Reviewer	Date Revised
01	Whole	This document replaces previous equality related documents and supports staff with protected characteristics to access various policies that we have in place.	Karen White	04 January 2016
02	Whole	This document updates some changes to legal and statutory obligations and slims down the guidance to make it more user friendly.	Mark Johns	25 January 2019
03	Whole	Complete policy rewrite and rename.	Yeshentha Naidoo	01 May 2022

## **11. APPENDICES**

Appendix 1 – Trust Guidance for Protected Characteristics

Protected Characteristic	Definition/Parameters	Commitments and Initiatives	Related Policies/Guidance/Frameworks
Disability	People who have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to carry out normal daily activities. This includes physical, mental health, sensory, learning disabilities and conditions such as HIV, multiple sclerosis and cancer.	<ul style="list-style-type: none"> <li>Actively looking to attract and recruit disabled people - commitment to employ and retain disabled people.</li> <li>Providing inclusive and accessible recruitment process.</li> <li>Interview to disabled people who meet the minimum job criteria.</li> <li>Flexible assessment and interview processes.</li> <li>Reasonable adjustments through HR.</li> <li>Encouraging our suppliers and partner firms to be Disability Confident.</li> <li>Ensuring employees have appropriate disability equality awareness.</li> <li>Supporting Able@NEAS, disability staff network group.</li> <li>Support available through Occupational Health.</li> <li>No assumptions made about individual disability status</li> <li>Meeting our mandated Workforce Disability Equality Standard requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Dyslexia Guidance</li> <li>Sickness Absence Policy</li> <li>Health and Carers Passport</li> <li>Disability Confident Leader</li> <li>Dyslexia Smart Award</li> <li>Occupational Health</li> <li>Able@NEAS</li> <li>Family Friendly Policy</li> </ul>
Gender	We aim to ensure that individuals do not face discrimination because of their gender, and to take action to eliminate unlawful discrimination and harassment and promote equality of opportunity between men and women.	<ul style="list-style-type: none"> <li>Equal representation in the workforce and in levels of seniority, with no pay or progression gap between men and women.</li> <li>Equal opportunities to undertake flexible working.</li> <li>Close gender pay gap between men and women.</li> <li>Meeting the Gender Pay Audit legal requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Family Friendly Policy</li> <li>Empower@NEAS</li> <li>Living Library</li> </ul>
Gender Identity/ Reassignment	Gender reassignment includes people who are proposing to undergo, are undergoing or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex. The Trust also recognises people who identify as various gender identities, including non-binary identities.	<ul style="list-style-type: none"> <li>Assumptions are not made about an individual's gender identity.</li> <li>People are able to make adjustments to all records and systems which are within the control of the Trust.</li> <li>Confidentiality maintained and employees will not 'out' trans and non-binary individuals.</li> <li>Employees are able to transition in the workplace in a way that is tailored to the individual needs and circumstances of the person.</li> </ul>	<ul style="list-style-type: none"> <li>Trans Inclusion and Non-Binary Guidance</li> <li>Proud@NEAS</li> <li>Occupational Health</li> <li>Health and Carers Passport</li> <li>Living Library</li> <li>Family Friendly Policy</li> </ul>



Race	Race can mean a persons' colour, or their nationality (including citizenship). It can also mean their ethnic or national origins, which may not be the same as their current nationality. For example, they may have Chinese national origins and be living in Britain with a British passport. Race also covers ethnic and racial groups made up of two or more distinct racial groups, for example black Britons, British Asians, British Sikhs, British Jews, etc. who all share the same protected characteristic of ethnicity or race.	<ul style="list-style-type: none"> <li>• Positive action to address under representation of BAME people in the workplace.</li> <li>• Continue to work with local and national organisations to identify best practice, and to take action to remove barriers and support BAME people to access employment and volunteering opportunities.</li> <li>• Explore opportunities and positive action initiatives to inform BAME people of potential employment opportunities.</li> <li>• Uniform policy is flexible to accommodate peoples cultural and ethnic needs.</li> <li>• Meeting our mandated Workforce Race Equality Standard requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Uniform Policy</li> <li>• Together@NEAS</li> <li>• Race Safe Space Event</li> <li>• Living Library</li> <li>• Positive Action Officer</li> <li>• Family Friendly Policy</li> </ul>
Age	<p>You must not be discriminated against because you are (or are not) a specific age or age group, someone thinks you are, or you are a specific age or age group, or you are connected with someone of a specific age and are discriminated against because of this.</p> <p>Some of the exclusions include: age-based concessions, age-related holidays, age verification, clubs and association concessions, financial services, and sport.</p>	<ul style="list-style-type: none"> <li>• Recruitment, progression and promotion are based entirely on relevant criteria, which do not include age</li> <li>• Discussions relating to individual's future aims and aspirations continue to take place throughout the time an individual is employed. A persons' age should not be a factor in any decisions</li> <li>• Failure to address any poor performance with an employee because there is an expectation they will retire soon may be discriminatory.</li> </ul>	<ul style="list-style-type: none"> <li>• Capability Policy</li> <li>• Retirement Policy</li> </ul>
Sexual Orientation	Sexual orientation as: orientation towards people of the same sex (lesbians and gay men); orientation towards people of the opposite sex (heterosexual); orientation towards people of the same sex and the opposite sex (bisexual).The law applies equally whether someone is a lesbian, gay man, heterosexual or bisexual. Please note that there are many other sexual and romantic orientations not listed here that are also covered by The Equality Act 2010	<ul style="list-style-type: none"> <li>• Assumptions will not be made that partners are of the opposite sex.</li> <li>• Any workplace benefits will apply equally to same sex partners as they do to heterosexual partners.</li> <li>• All applications for access to development and training are monitored by sexual orientation.</li> </ul>	<ul style="list-style-type: none"> <li>• Family Friendly Policy</li> <li>• Proud@NEAS</li> <li>• Living Library</li> </ul>
Faith, Religion or Belief	Faith, religion or belief can mean any religion that has a clear structure and belief system. It also covers non-belief or a lack of religion or belief. For example, the Equality Act protects Christians if they are discriminated against because of their Christian beliefs, it also protects	<ul style="list-style-type: none"> <li>• Assumptions will not be made about a persons' faith, religion or beliefs or lack of them</li> <li>• Uniform policy flexible to accommodate peoples' faith, religion or belief needs</li> <li>• All staff are able to practice or fulfil their faith, religion or beliefs as far as is practicably possible and subject to service needs</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Leave Policy</li> <li>• Uniform Policy</li> <li>• Together@NEAS</li> <li>• Living Library</li> <li>• Family Friendly Policy</li> </ul>

	people of other religions and those with no religion if they are discriminated against because of their beliefs.	<ul style="list-style-type: none"> <li>We encourage all employees to recognise and celebrate dates of interest from a range of faiths, religions and beliefs.</li> </ul>	
Pregnancy and Maternity	<p>Protects women due to pregnancy and maternity. Covers a person from when they become pregnant until their maternity leave ends or they return to work (or opt to leave employment). During that time (known as the protected period) a person is protected against discrimination because of their pregnancy; any illness related to their pregnancy, or absence because of that illness; seeking to take, taking or have taken maternity pay and/or leave; breastfeeding.</p> <p>Important to understand that once the protected period ends, it can still be unlawful to treat someone unfairly because of their pregnancy, maternity or breastfeeding.</p>	<ul style="list-style-type: none"> <li>Assumptions will not be made that partners are of the opposite sex</li> <li>Workplace benefits apply equally to same sex partners as heterosexual partners.</li> <li>Support available to assist people in the workplace who are pregnant or returning to work.</li> <li>Reasonable adjustments</li> <li>Special rules apply to sickness absence which is related to pregnancy or giving birth</li> </ul>	<ul style="list-style-type: none"> <li>Family Friendly Policy</li> <li>Health and Carers Passport</li> <li>Occupational Health</li> <li>Empower@NEAS</li> </ul>
Marriage and Civil Partnership	<p>Covers people married in a legally-recognised union – either an opposite-sex or same-sex couple and people in a civil partnership – a legally recognised and registered relationship between two people of the same sex only. Does not cover people living together as a couple (also known as cohabiting) who are not married or registered civil partners; individuals who are engaged to be married, who are intending to marry or enter into a civil partnership; people whose civil partnership has been dissolved; divorced people, widows or widowers and single people.</p> <p>Same sex couples who marry or register as civil partners have the same rights as other married couples in respect of employment rights</p>	<ul style="list-style-type: none"> <li>Assumptions will not be made that partners are of the opposite sex</li> <li>Workplace benefits will apply equally to same sex partners as they do to heterosexual partners.</li> <li>Pensions and other benefits will apply equally to same sex partners as they do to heterosexual partners.</li> </ul>	<ul style="list-style-type: none"> <li>Family Friendly Policy</li> <li>Proud@NEAS</li> </ul>