

## Equality, Diversity & Human Rights Policy

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### What is in this policy?

This policy sets out University Hospitals Bristol NHS Foundation Trust (the Trust's) commitments to equality, diversity and human rights and its obligations under equalities legislation (Equality Act 2010) and the Human Rights Act 1998. It also describes the roles and responsibilities of individuals and groups in ensuring the Trust fulfils its commitments and obligations to develop and enhance a diverse and inclusive culture.

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## Table of Contents

|       |   |    |
|-------|---|----|
| 1.    | Introduction  | 5  |
| 2.    | Purpose   | 5  |
| 3.    | Scope   | 5  |
| 4.    | Definitions   | 5  |
| 4.1   | Equality  | 5  |
| 4.2   | Diversity   | 6  |
| 4.3   | Human Rights  | 6  |
| 4.4   | The Protected Characteristics   | 6  |
| 5.    | Duties, Roles and Responsibilities  | 6  |
| 5.1   | Trust Board of Directors  | 6  |
| 5.2   | Executive Directors, Senior Leaders and all Managers                        | 7  |
| 5.3   | Workforce and Organisational Development Board                              | 7  |
| 5.4   | Equality & Diversity Group  | 8  |
| 5.5   | Patient Inclusion & Diversity Group   | 8  |
| 5.6   | All Staff   | 8  |
| 5.7   | The Equality & Diversity Officer  | 8  |
| 5.8   | Human Resources, Trade Unions/Staff Side and Staff Forums                   | 8  |
| 5.9   | Patients/Service Users/Carers/Visitors                                      | 9  |
| 5.10  | Responsibility for Monitoring Compliance                                    | 9  |
| 6.    | Policy Statement and Provisions   | 9  |
| 6.1   | Policy Statement  | 9  |
| 6.2   | Equality, Diversity and Human Rights in Employment Procedures and Practices | 10 |
| 6.3   | Working Environment   | 11 |
| 6.4   | Languages   | 12 |
| 6.5   | Grievance and Disciplinary Procedures                                       | 12 |
| 7.    | Monitoring and Assurance  | 12 |
| 7.1   | Applicable Standards  | 12 |
| 8.    | References  | 12 |
| 9.    | Associated Documentation  | 13 |
| 9.1   | Trust Policies: (all available on DMS)                                      | 13 |
| 9.2   | Associated legislation:   | 13 |
| 10.   | Appendix A – glossary of terms  | 14 |
| 10.1  | Accessible Information Standard   | 14 |
| 10.2  | Disability  | 14 |
| 10.3  | Disability Confident Scheme   | 14 |
| 10.4  | Discrimination  | 14 |
| 10.5  | Equality Act 2010   | 14 |
| 10.6  | Equality Analysis (Equality Impact Assessment – EIA)                        | 14 |
| 10.7  | Equality Delivery System <sup>2</sup> (EDS <sup>2</sup> )                   | 15 |
| 10.8  | Equality Monitoring   | 15 |
| 10.9  | Public Sector Equality Duty (General Duty)                                  | 15 |
| 10.10 | Public Sector Equality Duty (Specific duties)                               | 15 |
| 10.11 | Reasonable Adjustments (part of the Equality Act 2010)                      | 15 |
| 10.12 | Bullying  | 16 |
| 10.13 | Harassment  | 16 |

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|     |  |    |
|-----|--|----|
| 11. | Appendix B – Monitoring Table for this Policy                | 17 |
| 12. | Appendix C – Dissemination, Implementation and Training Plan | 17 |
| 13. | Appendix D – Document Checklist                              | 19 |
| 14. | Appendix E - Equality Impact Assessment Screening Tool       | 21 |

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## **1. Introduction**

The Trust recognises that the experiences and needs of every individual are unique and strives to respect and value the diversity of its patients, service users and staff.

Everybody has a right to be treated with dignity and respect, and the Trust recognises its legal duties under the Equality Act 2010 and the Human Rights Act 1998.

The Trust is committed to creating a culture in which equality, diversity and human rights are promoted actively and unlawful discrimination is not tolerated.

This policy will be amended as appropriate to meet the requirements of legislative and/or regulatory changes.

## **2. Purpose**

This policy sets out the Trust's commitments to equality, diversity and human rights and its obligations under equalities legislation (Equality Act 2010) and the Human Rights Act 1998. It also describes the roles and responsibilities of individuals and groups in ensuring the Trust fulfils its commitments and obligations.

## **3. Scope**

This policy applies to all employees and volunteer staff, contractors, locums, holders of honorary, research or fixed term contracts, agency staff, students and other learners working within the Trust.

The policy is applicable while at work or on work premises. The policy also applies outside work where the activity or situation can be associated with work – for example, team social events, staff transport, social networking. The Trust will also work with contracting partners to have similar aims.

Breaches of this policy by employees as described above will be regarded as misconduct and could lead to disciplinary proceedings.

The principles and provisions of this policy are also applicable to patients, service users, carers and visitors whilst on Trust premises or whilst receiving care from the Trust.

## **4. Definitions**

### **4.1 Equality**

Equality is about creating a fairer society, where everyone can participate and has the opportunity to fulfil their potential. The Trust recognises that sometimes this will result in treating people differently through a fair and consistent process to achieve an equal outcome.

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## **4.2 Diversity**

Diversity is about recognising individual as well as group differences, treating people as individuals, and celebrating and valuing diversity in the community and in the workplace.

## **4.3 Human Rights**

Human rights are the rights and freedoms of everyone in the world – from birth until death. They are set out in the Human Rights Act of 1998 and enshrined in the NHS Constitution.

## **4.4 The Protected Characteristics**

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Race - including colour, nationality, ethnic or national origin
- Religion or Belief – or lack of religion or belief
- Sex
- Sexual Orientation
- Pregnancy and Maternity

People belonging to these groups are protected under the Equality Act 2010 from disadvantage and discrimination.

A further glossary of words and phrases often used in relation to equality and diversity can be found at [Appendix A](#).

## **5. Duties, Roles and Responsibilities**

The Trust has a moral and legal responsibility for promoting equality and human rights, valuing diversity and tackling discrimination. It has a statutory responsibility to have due regard to the Equality Act 2010 and the Human Rights Act 1998. The NHS Constitution also specifies that NHS organisations look after the wellbeing of their patients and workforce.

### **5.1 Trust Board of Directors**

- (a) The Trust Board has overall responsibility for ensuring equality of access and provision of services which meet the needs of its service users.
- (b) The Chief Executive has ultimate responsibility, devolved to the Director of People.
- (c) The Trust Board has overall responsibility for ensuring that the organisation meets its legal and regulatory responsibilities.

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- (d) In addition, the Trust Board will receive, review and approve the Annual Equality & Diversity Report to ensure that the Trust is meeting the requirements of the Public Sector Equality Duty as set out under the provisions of the Equality Act 2010.

### ***5.2 Executive Directors, Senior Leaders and all Managers***

All managers are expected to visibly promote equality, diversity and human rights within the Trust and within their teams, supporting their staff to work in culturally competent ways in an environment free from discrimination. In addition to the responsibilities of all staff as set out below, they have a particular responsibility to ensure:

- Diversity and inclusion is encouraged and supported within their teams.
- All staff within their area of responsibility are appropriately trained and competent in equality, diversity and human rights.
- Staff who experience discrimination from patients, visitors or other staff, are supported.
- Unacceptable behaviours are challenged and there is a climate where issues can be raised without the fear of reprisals, using the Dignity at Work Policy and Leadership Behaviours as guidelines.
- An environment exists in which staff are able to identify and share good practice, celebrate success and encourage positive attitudes towards diversity.
- Adherence to equality legislation and Trust policy; being familiar with the implications on employment practice, including recruitment and selection processes.
- An equality impact assessment of all change programmes prior to implementation to measure impacts and benefits, and mitigate against negative disproportionate impacts found is undertaken.
- Transparent, fair and equitable decisions on promotion or incremental pay increases and staff development.
- Allocating training using positive action when necessary to target training for under-represented groups of staff in line with the protected characteristics and fair practices in employment.
- Fair and transparent appraisals.
- Transparent, fair and equitable decisions on requests for flexible working.
- Staff involvement and implementation of staff consultation exercises and making reasonable adjustments when necessary.
- Fair and equitable selection for transfer and redundancy.

### ***5.3 Workforce and Organisational Development Board***

The Workforce & Organisational Development Board is responsible for ensuring that the Trust is meeting its legal obligations in relation to equality and diversity.

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#### **5.4 *Equality & Diversity Group***

The Equality & Diversity Group will provide assurance to the Workforce & Organisational Development Board. It also has responsibility for supporting development and delivery of the Trust's equality & diversity strategic objectives and for providing support and leadership across the Trust to develop a culture that values and improves staff and patient experience and puts equality, diversity and human rights at the heart of all its business.

#### **5.5 *Patient Inclusion & Diversity Group***

The Patient Inclusion & Diversity Group acts as champion for patient-facing equality and diversity within the Trust. The Group's activities support the Trust in meeting the general and specific duties of the Equality Act 2010 and the Trust's equality & diversity strategic objectives as they relate to patients.

#### **5.6 *All Staff***

Each member of staff is responsible for their own behaviour. All staff are expected to:

- Treat all individuals with respect and dignity, in line with Trust values, and recognise and value individual skills and contributions.
- Be aware of the potential impact of our behaviour on other people.
- Support colleagues who face discrimination from patients, visitors or other staff.
- Be responsible for challenging unwanted behaviour at the first instance, if it is appropriate and we are able to do so.
- Understand our role in promoting equality and diversity and human rights.
- Have a basic understanding of equality, diversity and human rights, demonstrated by completion of the Trust's Equality, Diversity & Human Rights Training as required as part of essential training.

#### **5.7 *The Equality & Diversity Officer***

The Equality & Diversity Officer is responsible for:

- Advising the organisation on requirements and performance against equality legislation;
- Supporting the Trust with setting and achieving equality & diversity strategic objectives;
- Working with key stakeholders to deliver the Trust's equality and diversity strategic objectives, the annual Equality and Diversity Report, and other required reporting.

#### **5.8 *Human Resources, Trade Unions/Staff Side and Staff Forums***

These groups have an important part to play in providing support, advice and, if required, representation to individuals. Working in partnership with appropriate teams and individuals they

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help to ensure that the Trust's Equality, Diversity and Human Rights Policy is applied reasonably and fairly.

### **5.9 Patients/Service Users/Carers/Visitors**

Patients, service users, carers and visitors are expected to be respectful to all staff and other patients/service users.

Patients, service users, carers and visitors who are verbally or physically abusive or who make derogatory statements that are of a discriminatory nature to any staff or other service users should be aware that they will be challenged about their behaviour

Where appropriate, the Trust may consider limiting or withdrawing the provision of services and may seek to prosecute individuals where it deems it necessary. Please refer to the Trust's Conflict Resolution Policy for more details.

### **5.10 Responsibility for Monitoring Compliance**

The Workforce & Organisational Development Board is responsible for monitoring compliance with legal and regulatory reporting.

The Trust's Equality and Diversity Officer is responsible for reporting, supported by the Trust's Equality & Diversity Group. This includes delivery of the Trust's equality & diversity strategic objectives, regulatory requirements such as the Workforce Race Equality Standard, and the Trust's annual Equality and Diversity Report.

## **6. Policy Statement and Provisions**

### **6.1 Policy Statement**

The Trust serves a diverse community through a diverse workforce, and there are obligations and responsibilities for both staff and patients in delivering and receiving excellent care.

Ensuring the dignity and maintaining respect for patients and staff is a core principle of the Trust. Promoting equality, diversity and human rights whilst challenging any form of inequality, discrimination and harassment are central to the Trust's Values:

Respecting Everyone

Embracing Change

Recognising Success

Working Together

The Trust recognises that everyone is different and has something unique to offer. The Trust respects these differences and works to support and harness individual talents.

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The Trust will not tolerate discrimination under any circumstances and particularly because of a protected characteristic.

The Trust will not tolerate bullying or harassment under any circumstances and particularly because of a protected characteristic. The Trust has a separate Dignity at Work Policy (incorporating Bullying & Harassment at work).

The Trust is fully committed to adherence to the Equality Act 2010 and undertaking action under the Public Sector Equality Duties, as defined within the Act. The Trust is also committed to fulfilling its regulatory obligations as set out in the NHS Standard Contract.

As a provider of healthcare in a diverse community, the Trust will seek to work in partnership with a diverse group of stakeholders in order to improve access to services for our local communities and achieve better health outcomes for all irrespective of their protected characteristic.

## ***6.2 Equality, Diversity and Human Rights in Employment Procedures and Practices***

Good employment practice is key to the Trust's commitment to creating a culture in which equality, diversity and human rights are promoted actively and unlawful discrimination is not tolerated.

### ***(a) Recruitment and selection***

All jobs, secondments and fixed term posts will be advertised so that there are equal opportunities for all interested persons to apply. An exception to this applies when special arrangements are made for those employees who would otherwise be at risk of redundancy or redeployment on the grounds of ill health or organisational change.

All advertisements will include an appropriate short statement on the principles of equal opportunities.

Person specifications will reflect the requirements which are necessary for the effective performance of the job.

At least one member of a recruitment and selection panel must have undertaken recruitment manager training or been formally accredited for prior learning before conducting interviews.

**The Guaranteed Interview Scheme** is in place to support those with a disability (as defined in the Glossary in Appendix A) who are seeking employment. This means that any applicant with a disability who meets the essential criteria for the post will be offered an interview.

The requirements of job applicants and existing members of staff who have, or have had a disability, will be reviewed to ensure that, wherever possible, reasonable adjustments are made to enable them to enter into or remain in employment with the Trust. Work Health Assessments are carried out in line with national NHS Employment Check Standards.

***(b) Genuine Occupational Requirements (GOR)***

It is **ONLY** lawful to take positive action in recruitment in favour of certain protected characteristics in defined situations. Where the nature of employment means that being of a particular sex, having a particular racial, ethnic or national origin, or being disabled is a genuine and determining occupational requirement – it is lawful to discriminate in these circumstances.

For example: an organisation for deaf people might legitimately employ a deaf person who uses British Sign Language (BSL) to work as a counsellor to other people whose preferred language is BSL.

Evidence must be provided in all cases where such an occupational requirement is deemed to be applicable and this must be clearly stated in all recruitment activity.

***(c) Training and Development***

All staff will access training in equality, diversity and human rights as part of the Trust's essential training as directed by the Trust's Essential Training Core Group.

All staff will be appraised annually and this will involve a discussion to identify available and appropriate training opportunities. Training programmes will be designed to support the aims of this policy. Wherever practical, training will be arranged so that all categories of staff, including part-time and shift workers, may attend.

***(d) Cultural and Religious Needs***

The Trust will accommodate cultural and religious needs of employees wherever they are compatible with the safe and efficient running of the service. The Spiritual and Pastoral Care Team provide support and guidance to patients, relatives and staff in the Trust.

***(e) Disability/physical/sensory impairment***

If a member of staff has a physical/sensory impairment or disability or a long-term health condition that places them at a disadvantage, then reasonable adjustments can be made, working in partnership with Occupational Health and their line manager, and external bodies where appropriate.

***6.3 Working Environment***

The Trust is committed to ensuring that every member of staff has a working environment which promotes dignity and respect, and where individual differences and the contributions of staff are recognised and valued. This is reflected in the Staff Conduct Policy, issued to all staff and also available on HR Web, and the Dignity at Work Policy (incorporating bullying & harassment at work).

Allegations of harassment or discriminatory action by patients, relatives, staff on staff, service users or members of the public towards staff, will be taken very seriously and action will be taken by the appropriate manager to support the employee and eliminate the problem using the Trust's Dignity at Work Policy (incorporating bullying & harassment at work).

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## **6.4 Languages**

All staff are expected to be competent in English – this is essential for good communications between staff, with patients, visitors and carers, and for health & safety reasons. The Trust respects that a number of our staff speak English as a second (or other) language. All staff are free to speak to one another in their preferred languages while off duty or informally in the conduct of their duties (being mindful of colleagues who do not share the language in which they are speaking). However, English should be spoken at all times when patients are present.

## **6.5 Grievance and Disciplinary Procedures**

Any person who feels that they have been treated less favourably than others in the same circumstances has the right to use the Trust's Grievance Procedure to seek redress. All complaints and grievances in respect of equal opportunity issues will be thoroughly investigated and dealt with fairly and consistently.

Discriminatory behaviour on any grounds, particularly in relation to a protected characteristic, or any breach of this policy will not be tolerated and may result in disciplinary action up to and including dismissal in accordance with the Trust's disciplinary procedure.

Information about both of these policies and procedures including monitoring is on HR Web.

## **7. Monitoring and Assurance**

The Trust's Equality and Diversity Group monitors progress against the Trust's equality & diversity strategic objectives and regulatory requirements. Findings are reported 6-monthly to the Workforce & Organisational Development Board and Quality & Outcomes Committee, and annually to the Trust Board.

The Group is chaired by the Head of Organisational Development and membership includes

- Divisional representatives;
- Members of the Joint Union Committee;
- Leads from the Trust Staff groups – the Black, Asian and Minority Ethnic Staff Forum, the LGBT Forum, and the Living and Working with Injury and Impairments Group.

### **7.1 Applicable Standards**

[Workforce Race Equality Standard](#)

[Workforce Disability Equality Standard](#)

[Accessible Information Standard](#)

## **8. References**

[Equality Act 2010](#) (Equality & Human Rights Commission website)

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[Equality Act 2010](#) (ACAS website)

[Public Sector Equality Duty](#) (EHRC website)

[The NHS Constitution](#)

## **9. Associated Documentation**

### **9.1 Trust Policies: (all available on [DMS](#))**

[Staff Conduct Policy](#)

[Dignity at Work Policy \(incorporating bullying & harassment at work\)](#)

[Grievance Policy & Procedure](#)

[Disciplinary Policy & Procedure](#)

[Retirement Policy & Procedure](#)

[Leave Policies](#) (Maternity, Adoption, Paternity, Partner, Emergency)

[Flexible Working & Parental Leave Policy & Procedure](#)

[Social Media \(for Personal Use\) Policy](#)

[Recruitment Policy](#)

[Uniform Policy & Dress Code](#)

[Equality Impact Assessment \(EIA\) Guidance and Forms](#)

### **9.2 Associated legislation:**

Criminal Justice and Immigration Act (2008)

The Racial and Religious Hatred Act (2006)

The Civil Partnership Act (2004)

The Gender Recognition Act (2004)

Criminal Justice Act (2003)

The Human Rights Act (1998)

The Protection from Harassment Act (1997)

Special Education Needs and Disability Act (2001)

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## 10. Appendix A – glossary of terms

### 10.1 Accessible Information Standard

The [Accessible Information Standard](#) tells organisations how they should ensure that disabled patients receive information in formats that they can understand and they receive appropriate support to help them to communicate.

### 10.2 Disability

The general definition of disability for the purposes of the Equality Act 2010 is a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on a person's ability to carry out normal day to day activities.

### 10.3 Disability Confident Scheme

Disability Confident is a scheme that is designed to help recruit and retain disabled people and people with health conditions for their skills and talent. The Trust is an accredited Disability Confident Employer.

### 10.4 Discrimination

Discrimination is defined within the Equality Act 2010 under five main headings:

- **Direct Discrimination** is where a person or a group of people are treated less favourably than another on the grounds of their protected characteristics.
- **Indirect Discrimination** is when a provision, criterion or practice is applied in a way that creates disproportionate disadvantage for people of a particular protected characteristic
- **Perceptive discrimination** is when someone is discriminated against because others think they have a protected characteristic
- **Associative discrimination** is when a person is discriminated against because they are associated with another person who has a protected characteristic
- **Victimisation** is when an individual is treated less favourably because they have complained about discrimination or have supported someone else to make a complaint.

### 10.5 Equality Act 2010

The Equality Act 2010 came into force on 1<sup>st</sup> October 2010. It brings together over 116 separate pieces of legislation into one single Act. Combined, they make up a new Act that provides a legal framework to protect the rights of individuals and advance equality of opportunity for all. You can read the whole Act on the [Legislation.gov.uk](http://legislation.gov.uk) website.

### 10.6 Equality Analysis (Equality Impact Assessment – EIA)

This assesses the impact on patients, service users and/or staff of a proposed strategy, service development or change, consultation, policy or procedure.

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In particular it looks at the likely impact of the proposal on service users and/or staff who have one or more characteristic protected by the Equality Act 2010.

### ***10.7 Equality Delivery System2 (EDS2)***

EDS2 is the tool that supports NHS organisations to improve the services they provide for their local communities and provide better working environments for all groups.

### ***10.8 Equality Monitoring***

This is the process by which the Trust asks for and gathers personal information from patients, service users and staff.

### ***10.9 Public Sector Equality Duty (General Duty)***

The equality duty was developed in order to harmonise the equality duties and to extend it across all of the protected characteristics. It consists of a general equality duty, supported by specific duties which are imposed by secondary legislation. The general duty applies to all public authorities, including the NHS, and these organisations must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
- Advance equality of opportunity;
- Foster good relations.

### ***10.10 Public Sector Equality Duty (Specific duties)***

The specific duties are to help public authorities meet the general duties. In England, these specific duties are:

- Publish equality information – including information relating to protected characteristics for people who are its employees and are affected by its policies and practices. This should be published every year.
- Prepare and publish equality objectives – these should be specific and measurable, and should be published every four years.

### ***10.11 Reasonable Adjustments (part of the Equality Act 2010)***

An ‘adjustment’ is a change. This can be a physical change or a change in the way something is done. ‘Reasonable’ will depend on a number of circumstances but the tests include:

- How much will a reasonable adjustment reduce the disadvantage?
- The practicality of the change
- The financial (and other costs) and the extent of any disruption caused
- The extent of the Trust’s financial and other resources

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Although the Trust must consider reasonable adjustments for employees who have a disability or are pregnant, it is best practice for them to be considered for all employees to facilitate attendance and implemented where service delivery allows.

### ***10.12 Bullying***

There is no single definition for bullying, but it may be defined as follows:

Persistent, unjustified behaviour – either physical or non-physical and often involving a misuse of strength or status – to intimidate, humiliate, harm, or cause loss of confidence to another group or individual.

### ***10.13 Harassment***

Harassment is unwanted conduct related to any of the nine protected characteristics or other characteristic such as political belief, trade union membership or other belief, social origin, association with a minority, domestic circumstances, property, birth or other status, 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.

Please see the Trust's Dignity at Work Policy (incorporating bullying & harassment at work) for more information.



## 11. Appendix B – Monitoring Table for this Policy

The following table sets out the monitoring provisions associated with this Policy.

| Objective   | Evidence  | Frequency                              | Responsible                  | Committee   |
|---|---|--|------------------------------|---|
| To improve access to services for our local communities   | Equality & Diversity Report<br>EDS2 Goals & Outcomes<br>Accessible Information Standard   | Annual                                 | Equality & Diversity Officer | Patient Inclusion & Diversity Group<br>Patient Experience Group                           |
| To improve the opportunities for members of our diverse communities to gain employment with and progress within the Trust | Equality & Diversity Report (including workforce equalities monitoring)   | Annual                                 | Equality & Diversity Officer | Equality & Diversity Group<br>WF&OD Board<br>Trust Board                                  |
| To work towards a more inclusive and supportive working environment for all of our staff                                  | Equality & Diversity Report (including workforce equalities monitoring)<br>Workforce Race Equality Standard report<br>National NHS Staff Survey Results<br>Workforce Disability Equality Standard<br>EDS2 Goal – Representative & Supported Workforce | Annual<br>Annual<br>Annual (from 2019) | Equality & Diversity Officer | Equality & Diversity Group<br>Workforce & Organisational Development Board<br>Trust Board |

## 12. Appendix C – Dissemination, Implementation and Training Plan

The following table sets out the dissemination, implementation and training provisions associated with this Policy.

| Plan Elements   | Plan Details  |
|---|---|
| <b>The Dissemination Lead is:</b>                     | Equality & Diversity Officer  |
| <b>This document replaces existing documentation:</b> | Yes   |
| <b>Existing documentation will be replaced by:</b>    | This policy will replace the existing Equality, Diversity & Human Rights Policy |
| <b>This document is to be disseminated to:</b>        | All staff and will be available on HR Web                                       |
| <b>Method of dissemination:</b>                       | HR Web  |

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| <b>Plan Elements</b>         | <b>Plan Details</b>          |
|------------------------------|------------------------------|
| <b>Training is required:</b> | Yes                          |
| <b>The Training Lead is:</b> | Equality & Diversity Officer |

| <b>Additional Comments</b>  |
|---|
| Equality, Diversity & Human Rights training is included in corporate induction and is part of essential training 3-yearly updates for all staff. The training is available as an online learning package and as face to face training on request. This is the training referred to above. |

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### 13. Appendix D – Document Checklist

The checklist set out in the following table confirms the status of ‘diligence actions’ required of the ‘Document Owner’ to meet the standards required of University Hospitals Bristol NHS Foundation Trust Procedural Documents. The ‘Approval Authority’ will refer to this checklist, and the Equality Impact Assessment, when considering the draft Procedural Document for approval. All criteria must be met.

| <b>Checklist Subject</b> | <b>Checklist Requirement</b>   | <b>Document Owner’s Confirmation</b>  |
|--------------------------|--|---|
| <b>Title</b>             | The title is clear and unambiguous:  | Yes   |
|                          | The document type is correct (i.e. Policy, Policy, Protocol, Procedure, etc.):   | Yes   |
| <b>Content</b>           | The document uses the approved template:   | Yes   |
|                          | The document contains data protected by any legislation (e.g. ‘Personal Data’ as defined in the Data Protection Act 2000): | No  |
|                          | All terms used are explained in the ‘Definitions’ section:   | Yes   |
|                          | Acronyms are kept to the minimum possible:   | Yes   |
|                          | The ‘target group’ is clear and unambiguous:   | Yes   |
|                          | The ‘purpose and scope’ of the document is clear:  | Yes   |
| <b>Document Owner</b>    | The ‘Document Owner’ is identified:  | Yes   |
| <b>Consultation</b>      | Consultation with stakeholders (including Staff-side) can be evidenced where appropriate:                                  | Yes   |
|                          | The following were consulted:  | Equality & Diversity Group<br>Patient Inclusion & Diversity Group<br>Trust Policy Group   |
|                          | Suitable ‘expert advice’ has been sought where necessary:  | Not Applicable  |
| <b>Evidence Base</b>     | References are cited:  | Yes   |
| <b>Trust Objectives</b>  | The document relates to the following Strategic or Corporate Objectives:   | Equality & Diversity Strategic Objectives: “To improve the opportunities for members of our diverse communities to gain employment with and progress within the |

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| Checklist Subject | Checklist Requirement  | Document Owner's Confirmation  |
|-------------------|--|--|
|                   |  | Trust."<br>"To work towards a more inclusive and supportive working environment for all of our staff." |
| <b>Equality</b>   | The appropriate 'Equality Impact Assessment' or 'Equality Impact Screen' has been conducted for this document: | Yes  |
| <b>Monitoring</b> | Monitoring provisions are defined:   | Yes  |
|                   | There is an audit plan to assess compliance with the provisions set out in this procedural document:           | Not Applicable   |
|                   | The frequency of reviews, and the next review date are appropriate for this procedural document:               | Yes  |
| <b>Approval</b>   | The correct 'Approval Authority' has been selected for this procedural document:                               | Yes  |

|                             |
|-----------------------------|
| <b>Additional Comments</b>  |
| [DCL - Additional Comments] |

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## 14. Appendix E - Equality Impact Assessment Screening Tool

***(This form refers to the 'Proposal' which could be a strategy, service development or change, policy, procedure, consultation or committee document.)***

|   |     |    |  |
|---|-----|----|--|
| What is the main purpose of the Policy?   |     |    |  |
| This policy sets out the Trust's commitments to equality, diversity and human rights and its obligations under equalities legislation (Equality Act 2010) and the Human Rights Act 1998. It also describes the roles and responsibilities of individuals and groups in ensuring the Trust fulfils its commitments and obligations and to develop and enhance a diverse and inclusive culture. |     |    |  |
| Who is it likely to have an impact on? (Please circle or tick all that apply.)  |     |    |  |
| Staff / Patients / Visitors / Carers / Other – All of these groups  |     |    |  |
| Could the Policy have a significant <b>negative</b> impact on equality in relation to each of these characteristics?  | YES | NO | Please explain why, and what evidence supports this assessment.  |
| <b>Age</b> (including younger and older people)   |     | X  | By setting out the Trust's obligations under Equalities legislation and regulatory requirements, and describing the roles and responsibilities of individuals and groups in fulfilling these, the policy supports the promotion of equality, diversity and human rights and challenge to any form of inequality, discrimination or harassment. |
| <b>Disability</b> (including physical and sensory impairments, learning disabilities, mental health)  |     | X  | As above   |
| <b>Gender reassignment</b>  |     | X  | As above   |
| <b>Pregnancy and maternity</b>  |     | X  | As above   |
| <b>Race</b> (includes ethnicity as well as gypsy travelers)   |     | X  | As above   |
| <b>Religion and belief</b> (includes non-belief)  |     | X  | As above   |
| <b>Sex</b> (male and female)  |     | X  | As above   |
| <b>Sexual Orientation</b> (lesbian, gay, bisexual, other)   |     | X  | As above   |
| <b>Groups at risk of stigma</b> or social exclusion (e.g. offenders, homeless people)   |     | X  | As above   |
| <b>Human Rights</b> (particularly rights to privacy, dignity, liberty and non-degrading treatment)  |     | X  | As above   |

Will the Policy create any problems or barriers to any community or group? NO

Will any group be excluded because of this Policy? NO

Will the Policy result in discrimination against any group? NO

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If the answer to any of these questions is YES, you must complete a full Equality Impact Assessment.

|   |     |    |   |
|---|-----|----|---|
| Could the Policy have a significant <b>positive</b> impact on inclusion by reducing inequalities? | YES | NO | If yes, please explain why, and what evidence supports this assessment.   |
| Will it promote equal opportunities for people from all groups?                                   | X   |    | The policy supports the Trust's commitment to promote a culture of inclusivity, and sets out how this will be monitored.  |
| Will it help to get rid of discrimination?  | X   |    | The policy supports the Trust's commitment to promoting a culture where discrimination is not tolerated.  |
| Will it help to get rid of harassment?  | X   |    | The policy states that the Trust will not tolerate bullying or harassment under any circumstances and particularly because of a protected characteristic. It also refers to the Trust's Dignity at Work Policy. |
| Will it promote good relations between people from all groups?                                    | X   |    | The policy states the Trust's commitment to undertaking action under the Public Sector Equality Duties.   |
| Will it promote and protect human rights?   | X   |    | The policy states the Trust's commitment to promoting human rights and challenging any form of inequality, discrimination and harassment.   |

On the basis of the information / evidence so far, do you believe that the Proposal will have a positive or negative impact on equality? (Please rate by circling the level of impact, below.)

| Positive impact |      |             |      | Negative Impact |      |             |
|-----------------|------|-------------|------|-----------------|------|-------------|
| Significant     | Some | Very Little | NONE | Very Little     | Some | Significant |

Is a full equality impact assessment required? NO

Date assessment completed: 16<sup>th</sup> April 2018

Person completing the assessment: Teresa Sullivan, Equality & Diversity Officer

Person responsible for the Policy: Teresa Sullivan, Equality & Diversity Officer

Status: Approved

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