



POLICY INFORMATION (Policy no HR021)	
Subject	Equality and Diversity Policy <i>(This policy is non-contractual and is subject to periodic review and will be amended according to service development needs).</i>
Applicable to	All staff of Nottinghamshire Hospice
Target Audience	Others such as agents, consultants and other representatives of Nottinghamshire Hospice may be required to comply with the policy as a condition of appointment.
Date issued	Dec 2023
Next review date	Dec 2025
Lead responsible for Policy	Director of People Services
Policy reviewed by	Chief Executive Officer
Notified to (when)	Senior Leadership Team Dec 2023
Authorised by (when)	Senior Leadership Team Dec 2023
CQC Standard if applicable	
Links to other Hospice Policies	Code of Conduct Bullying and Harassment Policy HR022
Links to external policies	
Summary	Nottinghamshire Hospice is committed to being an equal opportunities employer and is committed to providing a working environment in which all staff and volunteers are able to realise their potential and contribute to organisational success. This is a key principle to which all staff and volunteers are required to give their support.
This policy replaces	Equality and Diversity Policy HR021 2020-2023

IMPORTANT NOTICE

Staff should refer to the Hospice website or Policies and Procedures folder on the 'N' drive for the most up to date Policy. If the review date of this document has expired it is still valid for 3 months.

After that staff should seek advice from their clinical lead or manager.

VERSION CONTROL		
Status	Date	Review date
Original policy written by Angela Bloomfield, Head of HR	June 2015	June 2017
Policy reviewed by Rowena Naylor-Morrell, Chief Executive		
Policy ratified by Quality & Safety Group	June 2015	
reviewed by Donna Roberts, HR Manager	Nov 2017	Nov 2019
Updated control sheet and published on Policy Doc App	Dec 2018	
Updated staff and volunteer throughout policy	June 2020	
Reviewed by Donna Roberts	Sept 2020	Sept 2023
Policy reviewed by Chief Executive Officer	Dec 2023	
Policy authorised by Senior Leadership Team	Dec 2023	Dec 2025
Updated on website	Dec 2023	

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1. Introduction

Nottinghamshire Hospice is committed to being an equal opportunities employer and is committed to providing a working environment in which all staff and volunteers are able to realise their potential and contribute to organisational success. This is a key principle to which all staff and volunteers are required to give their support.

Nottinghamshire Hospice aims to ensure that no job applicant, employee, volunteer or user of its services receives more or less favourable treatment on the grounds of their race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (whether being lesbian, gay, bisexual or heterosexual) being a transsexual person, pregnancy, maternity or just having had a baby, age, disability (or because of something connecting or arising from their disability), civil partnership or marital status or part-time status (**Protected Characteristics**).

Nottinghamshire Hospice is opposed to racist, sexist and other discriminatory practices and attitudes. It is our policy to treat job applicants and staff and volunteers in the same way, regardless of their Protected Characteristics. Further, the organisation will monitor the composition of its workforce and introduce positive action if it appears that this policy is not fully effective.

Nottinghamshire Hospice is opposed to discrimination by association. This protects spouses, partners and carers who look after a disabled person or older relative from discrimination. Protection will be afforded by virtue of their close link to that person.

Nottinghamshire Hospice is opposed to discrimination by perception. This will protect all staff and volunteers who experience discrimination because they are thought to have a Protected Characteristic.

Nottinghamshire Hospice will not tolerate customers, clients or third parties associated with the Hospice, harassing its staff and volunteers. If an employee feels that they are on the receiving end of offensive behaviour it must be reported to Human Resources on each and every occasion.

	<p>This policy does not form part of any employee’s contract of employment and we may amend it at any time.</p>
<p>2.</p>	<p>Provision of Services</p> <p>Nottinghamshire Hospice is committed to providing an environment in which all users of our services are treated equally according to their needs. Staff and volunteers are required to be fully aware of their responsibilities in this respect and to ensure that none of the systems operate to exclude or discourage participation of any particular groups.</p> <p>Any user of our services who believes that they have been discriminated against should raise the matter with the Human Resources Team.</p>
<p>3.</p>	<p>Staff and Volunteers</p> <p>All staff and volunteers have a right to respect, and Nottinghamshire Hospice will treat seriously any complaint of discrimination, victimisation or harassment, which should be raised through the Grievance Procedure. Any employee who harasses any other employee on the grounds of race, sex or disability will be subject to Nottinghamshire Hospice disciplinary procedure. In serious cases, such behaviour may be deemed to constitute gross misconduct and, as such, may result in summary dismissal in the absence of acceptable mitigating circumstances.</p> <p>Staff and volunteers who are disabled or become disabled in the course of their employment are encouraged to inform Nottinghamshire Hospice and may also wish to advise us of any “reasonable adjustments” to their employment or working conditions which they consider to be necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable, and reasonably practicable, such adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably practicable for Nottinghamshire Hospice to accommodate those proposals and where less favourable treatment may be justified in accordance with the statutory provisions.</p>

Any member of staff and volunteers may use the Grievance Procedure to complain about discriminatory conduct. If the matter relates to sexual or racial harassment or harassment on the basis of disability then the grievance may be raised directly with the Human Resources Team. Nottinghamshire Hospice is concerned to ensure that staff and volunteers feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

Where an employee is falsely accused of discriminatory conduct, then he or she can implement Nottinghamshire Hospice's Grievance Procedure. In this instance, the person who is making the initial accusation may find him or herself disciplined within Nottinghamshire Hospice's disciplinary procedure.

Discrimination

You must not unlawfully discriminate against or harass other people including current and former staff and volunteers, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts or when wearing a work uniform), and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

- Direct discrimination: treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
- Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

	<ul style="list-style-type: none"> • Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy. • Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment. • Disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.
<p>4.</p>	<p>Responsibilities</p> <p>The application of Nottinghamshire Hospice's Equal Opportunities Policy is the responsibility of every member of staff and volunteers. Its application is also required from those who work with us in providing services, e.g. tutors and volunteers. It is recognised that those who hold managerial and supervisory positions have additional and particular responsibilities to ensure that the effectiveness of its application, and the commitment of all staff and volunteers and others to the policy.</p> <p>The Director of People Services is responsible for this policy and any necessary training on equality and diversity.</p>
<p>5.</p>	<p>Discipline</p> <p>Any employee who discriminates against, harasses or victimises any other employee on the grounds of belief Protected Characteristic, will be subject to the organisation's Disciplinary Procedure. In serious cases, such behaviour may be deemed to constitute gross misconduct and, as such, may result in summary dismissal in the absence of mitigating circumstances.</p>

<p>6.</p>	<p>Monitoring</p> <p>All staff and volunteers and job applicants will be asked to complete a form denoting their sex, race, ethnic origin and any disabilities. Nottinghamshire Hospice guarantees that this form will be used solely for the purpose of monitoring the effectiveness of its equal opportunities policy. It will not be used for selection or decision making purposes.</p> <p>This policy will be monitored on a regular basis by the Board. Where there are issues with the way the policy is working, these will be looked at closely and reviewed.</p>
<p>7.</p>	<p>Recruitment and Selection</p> <p>It is the Policy of Nottinghamshire Hospice' to only recruit the best person for each vacancy, regardless of any Protected Characteristics.</p> <p>Vacancies may only be filled after a job description and person specification for the vacancy have been approved by Human Resources and the Chief Executive. Where the vacancy is to be filled, the proposed advertisement, and recruitment and selection process must be submitted to Human Resources for approval.</p> <p>All vacancies arising as new posts or the re-filling of current posts will be advertised internally giving access for all staff to promotion opportunities. Copies of advertisements and job descriptions for vacancies will be circulated inviting applications.</p> <p>Secondments or other time limited posts will also be advertised internally when they become available for the first time. If such posts are subsequently approved as permanent, the current post holder will be assessed in the role and may be permanently appointed, if they wish to be, without further advertisement.</p> <p>Staff concerned with recruitment must ensure that they comply fully with the organisation's equal opportunities policy.</p>

	<p>In accordance with the organisation’s equal opportunities policy, attempts will be made to accommodate the particular needs of any person suffering from a disability within the meaning of the Equality Act 2010 at all stages of the recruitment process.</p>
<p>8.</p>	<p>Skills Tests</p> <p>When a suitable candidate has been identified, a job offer will be made subject to satisfactory references and sight of a document confirming the individual’s right to work in the UK. Each offer letter must also be accompanied by a statement of the terms and conditions of employment relating to that position.</p> <p>In the case of internal promotions or transfers, the employee must be sent a letter confirming the variation to his or her terms and conditions. Details of their induction should also be sent with this letter, e.g. outlining any training and development required, coaching or work shadowing.</p> <p>Appointments will not be confirmed and starting dates will not be set, until satisfactory replies have been received from referees and a document confirming the individual’s right to work in the UK has been seen and copied. An induction programme will be arranged and appropriate departments notified of the new employee’s starting date.</p> <p>All appointments will be made subject to a probationary period. Details about the probationary period are set out in the relevant sections of this handbook.</p>