

TRUST-WIDE NON-CLINICAL POLICY DOCUMENT

EQUALITY AND HUMAN RIGHTS

Policy Number:	HR10 Equality Policy
Scope of this Document:	Applies to all staff , volunteers , service users and carers and visitors including contractors
Recommending Committee:	HR Policy Group
Approving Committee:	Executive Committee
Date Ratified:	May 2015
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Version Number:	2015 Version 2
Lead Executive Director:	Executive Director of Workforce
Lead Author(s):	Equality and Human Rights Lead Equality and Human Rights Advisor

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2015 – Version 2

Quality, recovery and
wellbeing at the heart
of everything we do

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EQUALITY AND HUMAN RIGHTS

Further information about this document:

Document name	Equality and Human Rights (HR 10)
Document summary	This policy outlines the Trust's commitment to creating and sustaining a working environment free from discrimination and bullying and the process for staff and managers and staff to follow if such behaviour arises.
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To be read in conjunction with	ACAS – The Equality Act – What's new for employers? Dignity and Respect at work-prevention of harassment and Bullying at work HR 14 Disciplinary policy and procedure HR01 Equality Act 2010 Grievance policy and procedure HR02 Recruitment and Selection Policy HR 21 Supporting Disabled Employees HR 28 Workforce Race Equality Standard (WRES0 April 2014 Workforce Race Equality Standard (WRES) update March 2015
This document can be made available in a range of alternative formats including various languages, large print and braille etc	
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Version Control:

		Version History:
Version 1	Approved by the Corporate Procedural Document Review Group	August 2011
Version 2	Approved by the Trust Board	May 2015

SUPPORTING STATEMENTS – this document should be read in conjunction with the following statements:

SAFEGUARDING IS EVERYBODY'S BUSINESS

All Mersey Care NHS Foundation Trust employees have a statutory duty to safeguard and promote the welfare of children and vulnerable adults, including:

- being alert to the possibility of child/vulnerable adult abuse and neglect through their observation of abuse, or by professional judgment made as a result of information gathered about the child/vulnerable adult;
- knowing how to deal with a disclosure or allegation of child/adult abuse;
- undertaking training as appropriate for their role and keeping themselves updated;
- Being aware of and following the local policies and procedures they need to follow if they have a child/vulnerable adult concern;
- ensuring appropriate advice and support is accessed either from managers, *Safeguarding Ambassadors* or the trust's safeguarding team;
- Participating in multi-agency working to safeguard the child or vulnerable adult (if appropriate to your role);
- Ensuring contemporaneous records are kept at all times and record keeping is in strict adherence to Mersey Care NHS Foundation Trust policy and procedures and professional guidelines. Roles, responsibilities and accountabilities, will differ depending on the post you hold within the organisation;
- Ensuring that all staff and their managers discuss and record any safeguarding issues that arise at each supervision session

EQUALITY AND HUMAN RIGHTS

Mersey Care NHS Foundation Trust recognises that some sections of society experience prejudice and discrimination. The Equality Act 2010 specifically recognises the *protected characteristics* of age, disability, gender, race, religion or belief, sexual orientation and transgender. The Equality Act also requires regard to socio-economic factors including pregnancy /maternity and marriage/civil partnership.

The trust is committed to equality of opportunity and anti-discriminatory practice both in the provision of services and in our role as a major employer. The trust believes that all people have the right to be treated with dignity and respect and is committed to the elimination of unfair and unlawful discriminatory practices.

Mersey Care NHS Foundation Trust also is aware of its legal duties under the Human Rights Act 1998. Section 6 of the Human Rights Act requires all public authorities to uphold and promote Human Rights in everything they do. It is unlawful for a public authority to perform any act which contravenes the Human Rights Act.

Mersey Care NHS Foundation Trust is committed to carrying out its functions and service delivery in line the with a Human Rights based approach and the FREDA principles of **F**airness, **R**espect, **E**quality **D**ignity, and **A**utonomy

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1 PURPOSE AND RATIONALE

1.1 **Purpose** – This policy sets out the Trust approach to equality and how to ensure that fairness is promoted and discrimination reduced. The Trust requirements under the new NHS Workforce Race Equality Standard are included.

1.2 **Rationale** –

2 OUTCOME FOCUSED AIMS AND OBJECTIVES

2.1 This document provides the framework from which all strategy, policy and procedure is developed. It sets the standards to enable the Trust to meet its duties in relation to these specific areas below as well as all activities within the Trust as both an employer and a service provider.

2.2 **Equality** is not about treating everyone the same; it is about ensuring that access to services and opportunities are available to all by taking into account of people's differing needs and capabilities.

2.3 **Diversity** is about recognising and valuing differences through inclusion and service provision, regardless of age, disability, gender, race, religious belief and sexual orientation and gender reassignment . It is also about consideration and valuing all staff's needs regarding such matters as: - commitments outside work, equal pay, career development and promotion opportunities, trade union activity, opinions and values of all staff.

2.4 As a public body the Trust has a general duty to:-

Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;

Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and

Foster good relations between people who share a protected characteristic and people who do not share it.

2.5 This policy is guided by the following principles :

Enhance and promote high quality services which are responsive to different communities and individual's needs;

2.6 To ensure the Trust commitment to its responsibilities in relation to the Human Rights Act 1998 and the development of human rights based approach enabling the protection of individuals Human Rights;

2.7 Assist in creating a productive, safe and prejudice-free work environment which treats all employees fairly and with respect;

2.8 Demonstrate and promote a commitment to equality issues to both the community and employees by challenging discrimination and valuing diversity;

- 2.9 Promote diversity in communication in all aspects of Trust business but specifically equality issues and ensure that people's views are listened to and responded to e.g. large print, loop system;
- 2.10 Improve the motivation, performance, retention, skills and morale of the workforce.
- 2.11 Demonstrate our commitment to best practice in employment and service delivery and working towards being a model employer.
- 2.12 Ensure all employees are made fully aware of this policy and without exception must adhere to its requirements.
- 2.13 Ensure that any employee who feels that they have experienced bullying, discrimination, harassment, or victimisation whilst at work has the right to pursue their complaint through internal policies and procedures.
- 2.14 Promote Equality, Diversity and human rights as the responsibility of everyone and applies to all. The Equality Act 2010 describes 'protected characteristics' which recognises that some groups in society are more likely to experience prejudice, discrimination and disadvantage:
- Age (Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).
 - Disability including mental health and Learning disabilities (A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities).
 - Gender (A man or a woman).
 - Race including gypsies/travellers and asylum seekers (Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins).
 - Religion or belief (Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition).
 - Sexual orientation (Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes).
 - Gender reassignment (The process of transitioning from one gender to another).
 - Marriage and civil partnerships (In England and Wales marriage is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples) (except where permitted by the Equality Act).
 - Pregnancy and maternity (Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is

for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.)

- 2.15 We include carers and other vulnerable groups within the process of equality analysis.
- 2.16 Ensure that the Trust also acknowledges that there are other people who may experience discrimination on the grounds of their child care/caring responsibilities, HIV status, language, membership or non-membership of a trade union, homelessness and offending history, or any other unjustifiable reason.
- 2.17 Eliminate prejudice and discrimination in all Trust business, dependent upon the personal commitment of all people.
- 2.18 Ensure that inappropriate language and behaviour described within the context of this policy, which offends or threatens work colleagues or the public, will not be tolerated. The Trust seeks to encourage language and behaviour, which promotes respect and good relations between our employees and all sections of the community. Any employee who feels offended or threatened by the language or behaviour of another can address the issue through the appropriate policies and procedures. Members of the public can use the Trust's Complaints Procedure.

3 SCOPE

- 3.1 The policy applies to all staff employed by the Trust and volunteers and to all service users, carers and visitors to the Trust.

4 DEFINITIONS

- 4.1 The Equality Act 2010 which became law in October 2010 harmonises and replaces previous legislation and ensures consistency in compliance with the law. Below is a list of important concepts/definitions within this legislation. In-depth descriptions of the definitions are included in the glossary.

Associative Discrimination. See glossary below.

Discrimination by Perception. See glossary below.

Indirect Discrimination. See glossary below.

Harassment. See glossary below.

Harassment by a Third Party. See glossary below.

Protected Characteristics. See glossary below.

Victimisation. See glossary below.

5 DUTIES

- 5.1 **Trust Board** – will ensure that all managers are accountable for the promotion and implementation of this Policy. The Trust Board will monitor progress on equality, diversity and Human Rights issues and initiatives on a regular basis, and will ensure the implementation of any relevant actions points and plans concerning equality, diversity and Human Rights diversity issues.
- 5.2 **Lead Executive Director** – the lead Executive Director for this policy Executive Director of Workforce has specific responsibility for monitoring the effectiveness of this policy and deciding on appropriate actions in response to any needs identified. This policy will be subject to monitoring, evaluation and review on an annual basis in consultation with Staff Side Representatives or on appropriate changes in legislation.-
- 5.3 **Equality and Human Rights Sub Committee-** Is chaired by a board member and is responsible for the monitoring of the Trust wide activities to ensure the Trust meets its legal requirements, adheres to NHS requirements and delivers its own strategic aims within the delivery of Perfect Care. It reports to the Trust Board through the Quality Assurance Committee.
- 5.4 **Division Lead with responsibility for Equality and Human Rights-** Is responsible for the implementation of internal governance processes to ensure the Trust wide action plan for Equality and Human Rights is delivered.
- 5.5 **Equality and Human Rights Lead-** the lead responsible for the strategic planning and implementation of the Trust wide Equality and human rights agenda and action planning process and the coordination of the Equality and Human Rights Sub Committee . The Lead is a resource, subject expert for the Trust to assist in the delivery of this policy for both clinical and non clinical service provision.
- 5.6 **Management** - hold responsibility for ensuring the practical application of this Policy and for the incorporation of its principles into all other Trust policies and procedures. Managers should be aware that they will be expected to positively promote high equality standards in line with the requirements of the Equality Act 2010.
- 5.7 **All staff** – have a personal responsibility for the application of this Policy on a day-today basis. This means they should not undertake any acts of discriminatory practice in the course of their employment.

All staff should positively promote high equality standards in the course of their employment wherever possible.

All staff have a responsibility to bring any potentially discriminatory practice to the attention of either their Line Manager, the Human Resources Department or relevant Trade Union/Professional Associations.

- 5.8 **Service Users/Carers/Visitors** – will be expected to recognise and comply with the principles set out in this Policy whilst on the Trust's premises or whilst receiving care originating from the Trust.

Service Users/Carers/Visitors are expected to be respectful to all staff and other patients.

Service Users/Carers/Visitors who are verbally or physically abusive or who make derogatory statements that are of a discriminatory nature to any staff or other patients should be aware that they will be challenged about their behaviour. Where appropriate, the Trust may consider limiting or withdrawing the provision of services to, Service Users/Carers/Visitors and may seek to prosecute individuals where it deems necessary.

- 5.9 The Trust will consider issues such as non capacity and any learning disability at this time before any actions are taken such as a service being removed or reduced.
- 5.10 **Contractors and their staff** have an equal responsibility to ensure that this policy is adhered to and will be the subject of any contract compliance monitoring.
- 5.11 The Trust has established an '**Equality, Diversity and Human Rights Sub Committee**' that shall be embedded in the governance arrangements for the organisation which has a Non Executive Board member as the Chair and Senior Lead from each Division as members.

6 CONSULTATION

- 6.1 This policy has been reviewed by the Equality and Human Rights team in consultation with:-
- Recognised staff organisations
 - Senior Managers
 - Human Resources Staff
 - Mental Health Consortium
 - Service Users and Carers
 - Staff Networks

7 RECRUITMENT AND SELECTION

- 7.1 We are determined to ensure that every job applicant, internal or external, applying for a vacant post will receive fair and equitable treatment. We seek to recruit only the best people for the job. Selection is based on merit alone. Recruitment is monitored right through the selection process. This monitoring will be regularly analysed and measures adopted to alleviate any adverse impact identified through this monitoring. The results of our monitoring and our assessments will be published annually and will include targets and action plans for the next year.
- 7.2 Positive Action
- 7.2.1 Positive action is described as a range of measures which may be adopted under the Equality Act 2010. The aim is not to positively discriminate, which is unlawful, but to assist with and encourage opportunities for particular groups in areas where they are under-represented. Where appropriate, positive action initiatives will be developed for the employment, training and development of people from under-represented groups at all levels of the workforce, in order that they may achieve equality of opportunity for selection and further promotional opportunities.
- 7.2.2 Positive actions under The Equality Act have to be lawful and the Act makes it clear that an employer cannot have a general policy of always favouring people with certain characteristics and that any action taken by the employer has to be a proportionate means of achieving the aim of address disadvantage or under-representation in the workforce.

7.2.3 The Trust is committed to ensuring that it meets its responsibilities in relation to being proactive in developing anti oppressive practice and to combat discrimination and stigma. It views training as a key component to this and ensures that equality, diversity and human rights training is mandatory across the Trust. To make this policy an effective working document by providing access to awareness and understanding of equality and human rights issues. We will strive to develop mechanisms, which show how equality can impact on good working relationships, and thereby enhance and improve our standards of service delivery. Ensuring Equality, Diversity and Human Rights issues are key components to all training delivered across the Trust.

8 TRAINING

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9 NHS WORKFORCE RACE EQUALITY STANDARD

9.1 NHS England has recently confirmed in relation to the NHS Equality Delivery System a new Workforce Race Equality Standard.

9.2 All NHS Trusts have to provide real evidence that they are working towards equality and putting in measures to reduce the disadvantages that have been identified that staff from BME communities experience within working for the NHS.

9.3 The Workforce Race Equality Standard would require organisations providing NHS services to demonstrate progress against a number of indicators of workforce equality, including a specific indicator to address the low levels of BME Board representation.

The Workforce Race Equality Standard will use a number of workforce indicators – and one Board membership metric – to gauge the current state of workforce race equality within provider organisations. The Standard will be used by organisations to track what progress they are making to identify and help eliminate discrimination in the treatment of BME staff. The metrics will focus upon bullying and harassment, access to promotion and career development, and experience of discrimination, as well as local workforce measures – including the likelihood of being recruited from shortlisting. Seven metrics have been proposed within which the differences between the treatment and experience of white and BME staff expected to be same.

9.4 The Workforce Race Equality Standard has nine indicators as follows:

9.4.1 Workforce

1. Percentage of BME staff in Bands 8-9, VSM (including executive board members and senior medical staff) compared with the percentage of BME staff in the overall workforce.
2. Relative likelihood of BME staff being appointed from shortlisting compared to that of white staff being appointed from shortlisting across all posts.
3. Relative likelihood of BME staff entering the formal disciplinary process, compared to that of white staff entering the formal disciplinary process, as measured by entry into a formal investigation. Note: this indicator will be based on data from a two year rolling average of the current year and the previous year.
4. Relative likelihood of BME staff accessing non mandatory training and CPD as compared to white staff.

National NHS Staff Survey findings:

For each of these five staff survey indicators, the Standard compares the metrics for each survey question response for white and BME staff. For 4. Below, the metric is in two parts.

5. KF 18. Percentage of staff experiencing harassment, bullying or abuse from staff in the last 12 months.
6. KF 19. Percentage of staff experiencing harassment, bullying or abuse from staff in the last 12 months.
7. KF 27. Percentage believing that the Trust provides equal opportunities for career progress or promotion.
8. Q23. In the last 12 months have you personally experienced discrimination at work from any of the following? B. Manager/team leader or your colleagues.

Boards. Does the Board meet the requirements on Board membership in 9.

9. Boards are expected to be broadly representative of the population they serve.

- 9.5 Provider organisations will be expected to ensure they have this data, share it with their staff and commissioners, and then consider and act upon the differences between the white and BME staff experience and survey responses so that year on year the differences are seen to reduce. The smaller the differences between the BME and white workplace experience indicators and survey responses, the more likely it is that discrimination is declining.

10 THE EQUALITY DELIVERY SYSTEM FOR THE NHS – EDS2

- 10.1 The Equality Delivery System (EDS) was rolled out to the NHS in July 2011 and formally launched in November 2011, and is currently being implemented by the vast majority of NHS organisations across England. The design and implementation of the EDS was independently evaluated by Shared Intelligence in 2012. Based on this evaluation and subsequent engagement with a spread of NHS organisations and stakeholders, a refreshed EDS is now available. It is known as EDS2.
- 10.2 EDS2 is an inclusive equality tool designed for both NHS commissioners and providers. At the heart of EDS2 are 18 outcomes, against which commissioner and provider organisations assess and grade themselves. These outcomes relate to issues that matter to people who use the NHS and who work in commissioner and provider organisations. Among other things they support the themes of, and deliver on, the NHS Outcomes Framework, the NHS Constitution, and the Care Quality Commission's key inspection questions set out in "Raising standards, putting people first - Our strategy for 2013 to 2016".

External Agencies

- 10.2.1 The Trust seeks to encourage all organisations with which we have contact, be they partners, suppliers or contractors to be aware of this policy. The duties and responsibilities of external agencies will be subject to an equality impact assessment in relation to the protected characteristics of Age, Disability, Gender, Race, Religion or Belief, Sexual Orientation, Transgender, Service Users and Carers to eliminate the possibility of direct or indirect discrimination, associative discrimination and discrimination by perception.

10.3 Communication

- 10.3.1 The Trust believes good communication to be the key to developing equality of opportunity for all members of society. This can be especially difficult for those people whose first language is not English; or are D/deaf and/or hearing impaired; are blind or have a visual impairment or a learning difficulty or disability. We are committed to making appropriate facilities available and accessible to enable the public, and employees, to communicate effectively by providing information in a variety of formats. Where appropriate, we will ensure community consultation and participation for involvement in policy and service planning.

10.4 Work-life Balance

- 10.4.1 We acknowledge that some working arrangements may cause difficulty for certain sections of society. We provide flexible working practices and family friendly policies to encourage the retention of existing employees and to attract the best possible candidates in the recruitment process. Schemes currently available include part-time working, job sharing, maternity leave, adoption leave, parental leave, flexible working hours and other special leave provisions. For example: term time only working or annualised hours.

10.5 Social Inclusion

- 10.5.1 Social inclusion has direct links with anti-poverty, disadvantage, and discrimination and equality and human rights issues. There may be economic and social factors that increase the likelihood of individuals being affected by exclusion. Certain groups may experience

disadvantage and discrimination because of their education, employment status, health or other factors.

10.5.2 Our services will be delivered fairly by recognising and valuing the needs of our diverse communities. We will listen to local people and seek to deliver services that are responsive to community needs by reflecting the aims of this policy and the Trust's approach to the Equality of Service Delivery by breaking the cycle of exclusion.

11 MONITORING

System for the Monitoring of Compliance	
Monitoring of compliance with this policy will be undertaken by:	Equality and Human Rights Team before the next review.
Monitoring will be undertaken by means of:	Audit of Equality Impact Analysis of policies across the Trust
The results of monitoring will be reported to:	Equality and Human Rights Steering Group
Resultant actions plans will be progressed and monitored through:	Quality Assurance Committee

12 SUPPORTING DOCUMENTS

Ref No	Name	Purpose
HR 01	Disciplinary policy and procedure	Information re equality in process of following correct procedures.
HR 02	Grievance policy and procedure	
HR 14	Grievance policy and procedure	
HR 28	Supporting Disabled Employees	
HR 21	Recruitment & Selection Policy	
	Staff Charter	

13 GLOSSARY OF TERMS

Glossary of Terms

Term	Definition	Ref
Protected Characteristics	The term used to describe those groups who are protected from discrimination by the Equality Act 2010. Previously the groups protected by the various pieces of Equality legislation were called the 'equality strands.'	Equality Act 2010
Direct discrimination	occurs when a person is treated less favourably on the grounds of race, gender, marital status or disability from the way another person is treated, or would be treated, in the same or similar circumstances. Segregating a person from others on such grounds constitutes less favourable treatment and may therefore be unlawful.	Equality Act 2010
Associative discrimination	Already applies to race, religion or belief and sexual orientation, age, disability, gender reassignment and sex. This is direct discrimination against an individual because they associate with someone who possesses a protected characteristic.	Equality Act 2010

Term	Definition	Ref
Perceptive discrimination	Applies to race, religion or belief and sexual orientation, age, disability, gender reassignment and sex. This is direct discrimination against a person because others think they possess a particular protected characteristic. This applies even if the person does not actually possess that protected characteristic.	Equality Act 2010
Indirect discrimination	occurs when a rule, condition or requirement is applied to everyone, but a considerably smaller proportion of people from a particular group can comply with it, i.e. because of their race, gender or disability, This could have an adverse impact on an individual and may cause a detriment or loss to a person and may be unlawful if it cannot be justified.	Equality Act 2010
Victimisation	occurs when a person is treated badly because they have brought or supported a complaint of discrimination or raised a grievance under the Equality Act 2010 or internal policy/procedure. It can also occur when an individual is treated less favourably if they have given evidence or information to such proceedings.	Equality Act 2010

Term	Definition	Ref
Harassment	can be defined in many ways but is generally identified as “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual”. It includes unwelcome and unreciprocated verbal, non-verbal and physical conduct, intimidation or inappropriate personal attention that may or may not be unlawful.	Equality Act 2010
Harassment by a Third Party	makes employers potentially liable for harassment of their staff by people they don’t employ. This relates to the protected characteristics of Age, Disability, Gender Reassignment, Race, Religion or Belief and Sexual Orientation.	Equality Act 2010
Religion or belief	belief is defined as any religious belief or similar philosophical belief and excludes any philosophical or political belief unless that belief is similar to a religious belief.	Equality Act 2010

Term	Definition	Ref
Bullying	<p>is increasingly recognised as a serious management issue and is often unreported. People affected by bullying may feel the matter appears trivial or they may have difficulty in describing it. Bullying can be defined in many ways but is generally identified as a misuse of power. Examples could include:</p> <ul style="list-style-type: none"> • Persistently criticising unnecessarily; • Shouting at colleagues in public or private; • Deliberate isolation by ignoring or excluding a person; • Withholding information or removing areas of responsibility without justification; • Spreading malicious rumours; • Making inappropriate comments; • Blocking leave or training applications without reason; • Setting objectives with impossible deadlines with the deliberate intention of undermining; • Practical jokes or unwanted gifts; • Undermining a person's self respect by condescending treatment, which humiliates, intimidates or demeans. 	Equality Act 2010

Equality and Human Rights Analysis

Title: HR10 Equality Policy

Area covered: Trust wide

What are the intended outcomes of this work?

This is a review of the last equality impact assessment and not a full review the equality policy. The equality policy :

- Sets the standard for all areas across the Trust in relation to Equality, Diversity and Human Rights**
- Ensures the Trust’s commitment to equality, diversity and Human Rights is intrinsic to all areas across the Trust.**
- Seeks to enhance and promote high quality services which are responsible to the different communities we serve, individual needs and respects peoples human rights**
- Assists in creating a productive, safe and prejudice-free work environment, which treats all employees fairly and with respect**
- Improves the motivation, performance, retention, skills and morale of the workforce**

Who will be affected?

Staff /service users/patients/ volunteers/ outside agencies working within with/on behalf of trust.

Evidence

What evidence have you considered?

The previous policy and equality impact assessment.

Disability including learning disability

Makes reference to the Supporting staff with disability policy

Sex

<p>Race The NHS Race Equality Standard requirements are identified in relation to the workforce.</p>
<p>Age Promotes and supports equality in relation to age</p>
<p>Gender reassignment (including transgender)</p>
<p>Sexual orientation Promotes an supports equality in relation to Sexual Orientation (Also within Marriage and Civil Partnership)</p>
<p>Religion or belief Promotes an supports equality in relation to Religion and Belief</p>
<p>Pregnancy and maternity Promotes an supports equality in relation to Sexual Orientation</p>
<p>Carers Promotes an supports equality in relation to carers (flexible working hours included)</p>
<p>Other identified groups Race also applies to gypsies/travellers and asylum seekers</p>
<p>Cross cutting</p> <p>The policy seeks to</p> <p>Promote Equality, Diversity and human rights as the responsibility of everyone and applies to all. The Equality Act 2010 describes ‘protected characteristics’ which recognises that some groups in society are more likely to experience prejudice, discrimination and disadvantage:</p>

Age
Disability including mental health and Learning disabilities
Gender
Race including gypsies/travellers and asylum seekers
Religion or belief
Sexual orientation
Transgender
Marriage and civil partnerships
Pregnancy and maternity

Human Rights	Is there an impact? How this right could be protected?
This section must not be left blank. If the Article is not engaged then this must be stated.	
Right to life (Article 2)	Human Rights based approach supported
Right of freedom from inhuman and degrading treatment (Article 3)	Human Rights based approach supported The policy seeks to ensure that people are treated with respect and dignity.
Right to liberty (Article 5)	Human Rights based approach supported
Right to a fair trial (Article 6)	Human Rights based approach supported
Right to private and family life (Article 8)	Human Rights based approach supported
Right of freedom of religion or belief (Article 9)	Human Rights based approach supported

<p>Right to freedom of expression Note: this does not include insulting language such as racism (Article 10)</p>	<p>Human Rights based approach supported</p>
<p>Right freedom from discrimination (Article 14)</p>	<p>Human Rights based approach supported</p>

<p>Engagement and involvement</p>
<p>This policy was shared with the following for comment: HR Staff networks Staff side</p>

<p>Summary of Analysis</p>
<p>Eliminate discrimination, harassment and victimisation</p> <p>The policy sets out clear requirements in relation to HR practice. Links into other HR policies. ACAS guidance referenced.</p>
<p>Advance equality of opportunity Action plan in relation to the NHS Race Equality standard metrics to be developed.</p>
<p>Promote good relations between groups N/A</p>

--

What is the overall impact?

Intended to be positive

Addressing the impact on equalities

Outcomes from the NHS Race Equality standard to be analysed once data obtained.

Action planning for improvement

See below

For the record

Name of persons who carried out this assessment (Min of 3):

Review completed by

George Sullivan

Meryl Cuzak

Date assessment completed:05/May/2015

Name of responsible Director: Director Of HR

Date assessment was signed: April 2015

Action plan template

This part of the template is to help you develop your action plan. You might want to change the categories in the first column to reflect the actions needed for your policy.

Category	Actions	Target date	Person responsible and their Directorate
Involvement and consultation	This policy will be taken to the Trust service user and care forum 'I am equal to you'. It will be used as a reference guide for the groups working.	ongoing	Head of Equality
Data collection and evidencing	HR collects data in relation to staff on a number of metrics. (Audits undertaken)		Head Of Workforce
Analysis of evidence and assessment	Ensure that the Race equality standards action plans are developed.		Head Of Workforce
Monitoring, evaluating and reviewing	Review actions as above.		Head of Workforce
Transparency (including publication)	The policy along with this equality and human rights analysis will be placed on the Trust website.		Head Of Workforce