

Equality & Diversity Policy

1. Policy Statement

1.1 The Faculty of Clinical Informatics (the Faculty) welcomes diversity and is committed to promoting equality, diversity and a culture that actively values difference. The Faculty recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.

1.2 The Faculty aims to be an inclusive working environment where diversity is valued, respected and built upon, with the ability to recruit and retain a diverse workforce that is representative of society.

1.3 The Faculty is also committed to compliance with relevant equality legislation, the Equality Act 2010, codes of practice and best practice guidance.

2. Scope

2.1 This policy covers all employees, contractors, temporary workers, volunteers and those working on Faculty premises via a third party.

3. Related policies

3.1 This policy should be read in conjunction with policies in the following areas:

- Transgender
- Bullying and Harassment
- Whistle blowing
- Grievance
- Recruitment
- Wellbeing
- Learning & Development
- Management of Organisational Change
- Probation

4. Definition of equality and diversity

4.1 Equality is about fair treatment of all regardless of the difference in disability, gender assignment, marriage and civil partnership, pregnancy and maternity, sex, race (includes colour, nationality and ethnic origin), sexual orientation, age, or religion or belief. Managing equality in the Faculty means equal opportunities for all groups in order to maximise employee potential and create

a framework where all employees and job applicants receive equal access in relation to employment, terms and conditions, training, promotion and services.

4.2 Diversity is about respecting differences, recognising and valuing individuals within the workforce and among our service users. Managing diversity in the Faculty means not treating everyone exactly the same but treating people as individuals and accounting for inequalities and disadvantages.

4.3 Equality and Diversity are not inter-changeable but inter-related. There can be no equality of opportunity if difference is not understood and valued.

5. Principles

5.1 The Faculty is committed to ensuring that within the framework of the law, that existing members of staff, job applicants, or workers are treated fairly in an environment which is free from any form of discrimination.

5.2 This commitment will include the nine protected characteristics as outlined by the Equality Act 2010 which are:

- Age
- Disability (i.e. A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities)
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (includes nationality and ethnic origins)
- Religion and/or belief
- Sex
- Sexual orientation

6. Discrimination

6.1 The Faculty will not tolerate processes, attitudes and behaviour that amount to any form of discrimination.

7. Complaints of discrimination

7.1 The Faculty takes all claims of discrimination very seriously and will take appropriate action against those concerned. Discrimination can occur when someone directly or indirectly treats a person or a group of people less favourably because of one of the nine characteristics mentioned above. This covers all behaviour including remarks and insinuation, both verbal and nonverbal, which cause offence.

7.2 Any member of staff who is subject to harassment, bullying or discrimination is encouraged to refer to the Faculty's policies on Bullying and Harassment and/or Grievance. They provide details of the steps that can be taken to deal with such an issue. In addition, employees are reminded that they can obtain external, confidential help if they so wish by contacting the Faculty's Business Manager.

7.3 If a worker (engaged through, or by, an employment agency or bureau) considers they have been discriminated against they should raise their complaint directly with their employer. If a service user considers they have been discriminated against they should raise their complaint through the Faculty's Grievance Policy and procedure. The Faculty requests that workers and service users abide by the spirit of this policy whilst engaged in business at the Faculty. The Faculty may terminate the contracts of any workers or prevent access to service users found in breach of this policy.

8. Support for a diverse workforce

8.1 As an employer committed to equality and diversity, the Faculty recognises its success depends on creating a working environment which supports the diverse make-up of its staff. The Faculty's policies and procedures help to create a framework of assistance.

8.2 All Faculty policies such as the Recruitment, Wellbeing, Learning & Development, Transgender, Performance Management and Management of Organisational Change Policy are designed to promote equal opportunity and offer protection against discrimination for all employees.

8.3 The Faculty's Job Evaluation Scheme and Pay Policy also set out the process for ensuring a fair and equitable salary for all employees.

9. Work life balance

9.1 The Faculty is committed to helping its employees fulfil their potential at work whilst finding the right work-life balance by offering a Flexible Working Hours Scheme and opportunities to job share where appropriate.

9.2 The Faculty aims to improve the working lives of its employees by having a framework of family friendly policies such as the Flexible Working request, Special Leave, and Time Off for Dependents, to help with caring responsibilities and domestic emergencies.

10. Responsibility for equality and diversity

10.1 All employees have a responsibility to guard against any form of unlawful discrimination and avoid any action which goes against the spirit of this policy. Employees at all levels must ensure that

there is no discrimination in any of their decisions or behaviour. This includes the provision that all employees must:

- Report any suspected discriminatory acts or practices to their line manager or HR Department
- Not discriminate against other employees or service users
- Co-operate with any measures introduced to ensure equality of opportunity
- Not victimise anyone as a result of them having complained about, reported or provided evidence of discrimination
- Implement the policy in their day to day work and their dealings with colleagues, service users and visitors the Faculty
- Ensure their behaviour is appropriate to the policy and that they treat everyone with dignity and respect

10.2 However, whilst all employees have a collective responsibility to ensure this policy is successfully implemented, there are also specific responsibilities within this.

11. The Trustee Board, Council and Faculty Business Manager are responsible for:

- Providing leadership on the equality and diversity policy, acting as overall champions to ensure the policy is implemented
- Communicating the policy, internally and externally
- Ensuring all managers are aware of their responsibilities;

12. Managers at all levels are responsible for:

- Implementing the policy as part of their day to day management of staff and in applying employment policies and practices in a fair and equitable way
- Ensuring equality and diversity issues are addressed in performance
- Ensuring all staff act in accordance with the equality and diversity policy providing necessary support and direction
- Effectively manage and deal promptly when investigating issues relating to potential discrimination, including those matters concerning members of the general public who visit the faculty

13. The Business Manager is responsible for:

- Developing the strategy and policy on equality and diversity
- Regularly reviewing and updating this policy
- Providing guidance to line managers and staff

- Supporting managers in investigating issues relating to potential discrimination, including those matters concerning service users, visitors to the faculty or third parties
- Monitoring employment policies and practices
- Championing the issues, internally and externally
- Facilitating training and development initiatives on equality and diversity, both at corporate and directorate level.

14. Non-compliance with policy

14.1 The Faculty will not tolerate any behaviour from employees which breaches our Equality and Diversity policy. An employee who is found to have acted contrary to this policy will be subject to action being considered under the Faculty's Disciplinary Policy.

15. Review and monitoring

15.1 The Faculty will undertake monitoring that not only meets statutory requirements but also aims for best practice. This will be used to inform and improve our employment practices. If through monitoring any discrimination is identified the Faculty will take corrective action to eliminate it.

15.2 Such monitoring will be carried out using appropriate statistical analysis, and would normally deal with areas such as race, disability, gender, and age and ensure compliance with legislation. Any resultant statistics and analysis will be kept by the Human Resources Department.

15.3 Employees will be asked to check the information held about them from time to time to ensure that it is up to date and correct.

16. Training

16.1 The Faculty is committed to ensuring its staff and managers are trained in equality and diversity and aims to ensure that adequate training is provided so that managers are able to operate this policy.

16.2 Equality and Diversity forms an integral part of the Faculty's induction package. All new employees will have access to a copy of this policy.

17. Review date

17.1 The policy and procedure will be reviewed by October 2020 or earlier to accommodate changes in legislation.