

Equality and Diversity Policy

Sections

(Ctrl + Click to follow link)

1.0 Introduction	1
2.0 Who is covered by this policy	2
3.0 Responsibilities	2
4.0 Key aims	2
5.0 Complaints procedure	4
6.0 Associated documents and resources.....	4

1.0 Introduction

- 1.1 The Health Foundation is committed to embracing equality and diversity by promoting and sustaining an open, inclusive and supportive environment, which affirms the rights of individuals to be treated fairly and with respect. We are opposed to all forms of unlawful and unfair discrimination.
- 1.2 We recognise that the Foundations underlying success depends on recruiting and retaining its people and encouraging them to reach their full potential.
- 1.3 This policy reinforces our commitment to providing equality and fairness to all and to provide no less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation, in compliance with The Equality Act 2010.
- 1.4 We appreciate that these differences will contribute to different experiences of life, attitudes, values, and ways of thinking and communicating. The Foundation values

the diverse nature of its people and seeks to manage any diversity issues which arise in a fair and sensitive manner.

- 1.5** The Foundation expects all staff, workers and others with whom we work to adhere to this policy. This policy does not form part of the contract of employment and it may be amended at any time.

2.0 Who is covered by this policy

- 2.1** This policy applies to all relationships between our staff, workers, job applicants, our Board of Governors and the external stakeholders and partners with whom we work

3.0 Responsibilities

- 3.1 The Directors Team** - have overall responsibility for this policy, will take a lead in ensuring that the workplace is free of discrimination (including harassment, bullying and victimisation) and will review the effectiveness of actions taken in response to concerns raised under this policy.

- 3.2 Human Resources** – have day-to-day operational responsibility for this policy, and must ensure that all managers and staff understand this policy and receive the appropriate support and advice.

- 3.3 Staff** - have responsibility for sustaining a culture and approach to our work that supports the principles of equality and diversity. The Foundation encourages all employees to take responsibility for their personal involvement in the practical application of this policy, and for creating a work environment which eliminates all forms of discrimination, bullying, harassment and victimisation.

4.0 Key aims

Our key aims in embedding the principles of equality and diversity are to:

- 4.0** Ensure all staff, workers and job applicants are given equal opportunity, are treated with dignity and respect and that the Foundation is representative of all sections of society.
- 4.1** Select candidates for employment, promotion, training, or any other benefit, on the basis of their aptitude and ability. We do however recognise the need for all staff to

possess the levels of skill and knowledge appropriate to the roles they perform in delivering the objectives of the Foundation.

- 4.2 Encourage staff, workers, job applicants, governors and the external stakeholders and partners with whom we work, to treat each other with dignity and respect.
- 4.3 Ensure there is no direct or indirect discrimination against individuals on the basis of 'protected characteristics or other similar grounds.
- 4.4 Communicate that the Foundation does not tolerate any unfair or unlawful discrimination and a breach of the policy will be dealt with under the Disciplinary procedure.
- 4.5 Inform all staff that an equality and diversity policy is in operation, to ensure that staff are aware of their rights and their responsibilities as staff of the Foundation in relation to equality and diversity.
- 4.6 Provide staff with equality and diversity training to raise awareness of and prevent inequitable and discriminative behaviours and practices.
- 4.7 Encourage anyone who feels they have been subject to unequitable or discriminative treatment to raise their concerns so we can apply corrective measures.
- 4.8 Encourage staff, recipients of our awards and those offering technical assistance associated with our programmes, to value and proactively support equality and diversity.
- 4.9 Develop policies and practices in employment and in making awards, which make our values and expectations clear and deliver fairness and consistency of approach while at the same time valuing individuality.
- 4.10 Review all policies and practices to ensure that fairness, inclusion and diversity is maintained at all times and to ensure compliance with current equality and discrimination legislation.
- 4.11 Ensure that the principle of diversity underpins the Health Foundation's organisational values and ways of working, as follows:

Values

We are independent

- bold and confident to take risks and make our voice heard
- following our instincts to set our own agenda
- trusted to provide a safe place for thinking

We collaborate to make a great impact

- achieving more when we work with others as a force for good
- listening to people and valuing their strengths
- building supportive relationships and networks to catalyse change

We are informed by evidence and experience

- carrying out research and analysis and gaining insight from those at the frontline
- generating knowledge through leading edge techniques and learning from others
- speaking with conviction about what we know works

We bring a spirit of constructive challenge and an open mind

- encouraging fresh thinking and new ideas
- asking the right questions and stimulating high quality debate
- acting as a critical friend and welcoming different views

Ways of working

- *Taking responsibility* - Being proactive and constructive
- *Linking our contributions* – Working productively together
- *Clear communication* – Engaging others.

5.0 Complaints procedure

5.1 Informal

If any member of staff feels they have a grievance under this policy, they are encouraged in the first instance to make the issue known to the employee responsible for the behaviour and request that it should cease. Staff may also seek the direction and guidance of their line manager, or member of the HR team in attempting to resolve matters in an informal manner. Please make any concerns known to your line manager/director/member of the HR team as soon as possible.

5.2 Formal

Where it does not prove possible to reconcile issues informally, staff members have the right to a formal hearing using the Foundations grievance procedure.

Grievances linked to equality and diversity will be dealt with in the strictest confidence and will not prejudice the staff members current employment status or future career prospects. Vexatious allegations or a breach of this policy may however be considered a disciplinary offence. Allegations regarding potential breaches of this policy will be treated in confidence and fully investigated.

6.0 Associated documents and resources

- Bullying and Harassment Policy
- Grievance Policy
- Disciplinary Policy
- Recruitment & Selection Policy
- Flexible Working Policy
- Family Friendly Leave

ACAS

Whether you are an employer or staff member, you can call the national Acas helpline for free and impartial advice. ACAS provide clear and confidential guidance about any kind of query that you may have about workplace relationship issues, employment rights and rules and best practice.

Monday-Friday, 8am-8pm and Saturday, 9am-1pm: **08457 47 47 47**.

August 2018

Reviewed by: Kellie Moohan

Approved by: Patsy Mills

Date reviewed: August 2018

Document next review date: August 2020