



Policy No: 10

Version: 1

Equality, Diversity and Inclusion Policy

Date approved	1 March 2021
Approved by	Board of Trustees
Review date	March 2023

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Appendix 1 Equality and Diversity monitoring form

Version control

Approved/amended date	Version	By	Issue
1 March 2021	1	Board of Trustees	New policy

Equality, Diversity and Inclusion Policy

1. Introduction

Friends of York Hospitals (FOYH) is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce, volunteers and trustees to be truly representative of all sections of society and our customers, and for everyone to feel respected and able to give their best.

The organisation is also committed against unlawful discrimination of customers or the public.

2. Purpose

The purpose of this policy is to:

- provide equality, fairness and respect for all in our charity
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- oppose and avoid all forms of unlawful discrimination

3. Commitments

The charity commits to:

- Encourage equality, diversity and inclusion within the charity
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where the contributions of all staff are recognised and valued.

This commitment includes ensuring everyone understands their rights and responsibilities under this policy. Responsibilities everyone conducting themselves to help the charity provide equal opportunities in employment and volunteering, and prevent bullying, harassment, victimisation and unlawful discrimination.

Everyone should understand they, as well as the charity, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment/volunteering, against fellow employees/volunteers and the public

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees/volunteers, the public and any others in the course of the charity's activities.

Such acts will be dealt with as misconduct under the charity's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious

complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- Make opportunities for training, development and progress available to all. Everyone will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the charity.
- Decisions concerning staff and volunteers being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review all practices and procedures when necessary to ensure fairness and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the charity regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy is working.

The equality, diversity and inclusion policy is fully supported by the trustees.

Details of the organisation's grievance and disciplinary policies and procedures can be obtained from the Honorary Secretary.

Use of the charity's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

4. Equality and Diversity monitoring

The attached Equality and Diversity Monitoring Form (appendix 1) will be sent out to all applicants (paid staff, volunteers and trustees) for return in an SAE marked "Strictly Confidential". This envelope will not be opened until after completion of the recruitment process (see Policy 8 Recruitment & Selection Process).

The Trustee with the lead for HR will prepare monitoring reports for the information of Trustees on an annual basis (or as needed to inform the recruitment process).

6. Monitoring

This policy will be audited on a bi-annual basis by two Trustees not involved in the recruitment process.

7. Review of policy

This policy will be reviewed every 2 years or sooner in the event of changes in guidance or legislation.

8. Queries

Any queries relating to this policy should be addressed to the Trustee with the lead for HR.

JW/SN – February 2021

Appendix 1

Equality and diversity monitoring form

FOYH wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce, volunteers and trustees in encouraging equality and diversity.

The charity needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form in the envelope marked 'Strictly confidential' to The Honorary Secretary, FOYH, York Hospital, Wiggington Road, York YO31 8HE

Gender Man Woman Intersex Non-binary Prefer not to say
If you prefer to use your own term, please specify here

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say
Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say
Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say
Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in: