

HOSPITAL ROOMS

EQUALITY & DIVERSITY POLICY



A) INTRODUCTION

Our vision is for the Organisation to be a successful, caring and welcoming place for staff, artists and patients/service users. We want to create a supportive and inclusive environment where our staff & artists can reach their full potential and care is provided in partnership with patients/service users, without prejudice and discrimination. We are committed to a culture where respect and understanding is fostered and the diversity of people's backgrounds and circumstances will be positively valued.

This Policy will help us to achieve this vision.

B) LEGAL RESPONSIBILITIES

The rights of our staff and patients/service users with regards to discrimination are protected by anti-discrimination legislation. By adopting this Policy, we accept our responsibility to ensure that discrimination does not take place and that everyone is treated fairly and equally.

C) AIMS

The aim of this Policy is to achieve equality of experience by removing any potential discrimination towards our staff and in the way that our patients/service users are cared for and treated by the Organisation, including preventing discrimination towards:

- people with health conditions or impairments
- people of different sexual orientations
- transgender people
- people of different races
- people on the grounds of their sex
- people of faith and of no faith
- people in relation to their age
- people in relation to their social class
- people who are married or in a civil partnership
- women who are pregnant, have recently given birth or are breastfeeding

D) POLICY STATEMENT

The terms equality, inclusion and diversity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst the workforce. We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our organisation to reach their potential.

We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we acknowledge the importance of adopting a formal policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action up to and including dismissal.

The aim of the policy is to ensure no job applicant, employee, worker or stakeholder is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

E) PUTTING THIS POLICY INTO PRACTICE

We aim to develop and support equality and diversity measures by:

- Providing patients/service users with information in a variety of languages, if required
- Providing services that are accessible to staff and patients/services users with health conditions or impairments
- Involving staff and patient/service user groups and individuals in the design of our service
- Responding positively to the diverse needs and experiences of our staff and patients/service users and the community even when those needs are challenging to deal with.

F) RECRUITMENT & SELECTION

The recruitment and selection process is crucially important to any equality, inclusion and diversity policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

All decisions in relation to promotion and advancement will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be revised to ensure that they are in line with this policy. Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

We will not disqualify any applicant because they are unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Selection decisions will not be influenced by any perceived prejudices of other staff.

G) TRAINING & PROMOTION

Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

All promotion will be in line with this policy.

H) COMMENTS AND CONCERNS

If you believe you have been treated in any way contrary to this Policy or you have any comments on how we can ensure that it works better, please contact the COO. We will investigate your concerns and take appropriate action.

I) MONITORING & REVIEW

We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Monitoring may involve:

- the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
- the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
- recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

This document will be reviewed by the board of Hospital Rooms trustees in March 2024.

Name: **Deborah Bowman**

Signed:



Position: **Chair**

Date: **27.06.23**