

## Equality & Inclusion Policy

<b>Document Type</b>	Policy
<b>Document Purpose</b>	The aim of this policy is to communicate the Trust's commitment to equality, advancing equality of opportunities, fostering good relations and tackling discrimination
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The internet version is the definitive version.

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## Version History

	Circulation Date	Job Title of Person/Name of Group circulated to	Brief Summary of Change
1	29/01/13	Head of OD and Inclusion	Format, spelling grammar
2	5/02/13	Associate Director of HR	Re-ordering of content to create flow. Trust approach to responsibilities. Delete repetitive content.
3	7/02/13 – 20/03/13	Training & Development Manager  Head of Organisational Development  Head of Human Resources  Equality and Inclusion Practitioner  Deputy Director of Nursing  Recruitment Team Leader  PALS Officer  Governance Lead Adult Mental Health & Quality Lead – South Worcestershire	<ul style="list-style-type: none"> <li>T&amp;D venues and qualifying venues that are accessible to individuals with a disability – section 10</li> <li>Formatting. Splitting some bullet points to simplify. Abbreviations in full. Spelling &amp; grammar. Duplication of statements.</li> <li>Positive Action – statement.</li> <li>Reference made to current work being undertaken for ESR – make future proof</li> <li>Clear definition of who the policy applies to particularly individual who are not employed directly by the Trust. Amended wording of interpreting and translation services. Simplify language and remove duplication</li> <li>Changed wording from:</li> <li>Selection for training and development will be transparent and non-discrimatory, with particular emphasis on the 9 protected characteristics.</li> <li>The delivery of training and development is in line with the Trusts' Education, Training &amp; Development Policy, which is sensitive to the 9 protected characteristics and ensures that the selection process is transparent and non-discrimatory.</li> <li>8.1 Advertising – not clear but the individual needs to declare they have a disability for the Trust to provide an interview.</li> <li>8.2 – staff members responsible for updating ESR records – not currently but a future requirement that needs to be communicated.</li> <li>Change Wording: If a service user, their family or carer feels they have been treated less favourably (direct, indirect, associative or perceptive) than others in the same circumstances they have the right to raise their concern and contact the Patient Relations Team. The Patient Relations Team will be able to liaise with the appropriate service and ensure that the issue raiser's concerns are responded to in accordance with the Policy. Formatting, clarification of wording,</li> </ul>
4	01.07.13	JNCC	<p>Consistency i.e. words in bold are found in Appendix I as a definition and those in italics are related and associated Trust Policies. Related and associated Policies are listed. Mainly spelling and grammar errors. Semantic amendments. Section 3 three sub-headings. Clearer reference to the Equality &amp; Inclusion Policy as 'This Policy'. A couple of references made to actions resulting in potential dismissal, JNCC felt the policy they referred to make this clear and there was no need to emphasise it further. However, on reflection failure to make this explicit could result in a person who has committed gross misconduct and being dismissed claiming that 'This Policy' was not explicit. Therefore, in the interests of transparency these will be maintained. Some area's deleted as it does not add value to the policy content.</p> <p>Reference to Trust Policies and some changes of names e.g. Capability now Managing Concerns with Performance</p>
5	03.07.13	JNCC	Approved
6	24.07.13	Quality and Safety Group	Ratified

## **Accessibility**

Worcestershire Health and Care NHS Trust has a contract with Applied Language Solutions to handle all interpreting and translation needs. This service is available to all staff in the trust via a free-phone number (0800 084 2003). Interpreters and translators are available for over 150 languages. From this number staff can arrange:

- Face to face interpreting
- Instant telephone interpreting
- Document translation
- British Sign Language interpreting

To identify area codes please follow the following link: <http://nww.hacw.nhs.uk/trust-a-z/services/translation-services/>

## **Training and Development**

Worcestershire Health and Care NHS Trust recognise the importance of ensuring that its workforce has every opportunity to access relevant training. The Trust is committed to the provision of training and development opportunities that are in support of service needs and meet responsibilities for the provision of mandatory and statutory training.

All staff employed by the Trust are required to attend the mandatory and statutory training that is relevant to their role and to ensure they meet their own continuous professional development.

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## 1 INTRODUCTION

Please note bold text in this Policy indicates there is a definition in Appendix I and text in *italics* refers to an associated Trust policy/procedure.

Worcestershire Health & Care NHS Trust (WHCT) recognises that our workforce is diverse and values all individuals for their contribution to the Trust through their experience, knowledge and skills. The Trust fully endorses the principles of **Equality** and **Diversity** in respect of Trust employees, service users (patients, carers, visitors and communities) and partners (healthcare economy, voluntary/third sector etc.).

Discrimination (**direct, indirect, associative or perceptible**), **harassment and victimisation** will not be tolerated by the Trust. The policy reflects the requirements of the Equality Act 2010 and the Trust's further statutory responsibilities under the Public Sector Equality Duty:

- eliminate discrimination;
  - advance equality of opportunity and
  - foster good relations
- regardless of age; disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, known as the **protected characteristics** (see Appendix II, as defined by the Equality Act 2010) and persons who do not share it, with a view to addressing health inequalities and improving health outcomes.

Respect for human rights of an individual or group is fundamental to ensuring their quality of life. At the core of Human Rights are the principles of FREDA – Fairness, Respect, Equality, Dignity and Autonomy. These principles are fundamental to the NHS and our organisation.

The Trust is committed to ensuring employees work in an environment characterised by dignity and respect. Every person working for the Trust has a personal responsibility for implementing and promoting Equality, Diversity & Human Rights. It is expected that employees will treat each other, service users and partners in the same way with a view to creating a service that is fair and accessible to all. Discrimination will not be tolerated by the Trust, whether committed with intent or negligence.

This policy applies to all individuals under a contract of employment, a contract for services or acting as an agent on behalf of the employing Trust (e.g. Agency Staff) as well as voluntary workers, students and those undertaking a work experience placement. Any failure to follow the requirements of this policy may result in an investigation and management action being taken including formal action in line with the Trust's *Disciplinary Policy and Procedure*

## 2 POLICY AIM AND OBJECTIVES

The aim of this policy is to communicate the Trust's commitment to the promotion of equality, tackling discrimination and advancing equality of opportunities.

WHCT's commitment to equality and diversity extends to its function as a:

- fair employer and
- provider of services

WHCT is committed to:

- 1) building and maintaining a workforce which reflects the diversity of the communities it serves, enabling it to deliver the best possible healthcare service
- 2) enabling all employees to make full use of their skills and to achieve their full potential in an environment characterised by dignity and mutual respect
- 3) keep under review the WHCT's policies, procedures and practices and ensure that all users and providers of services are treated according to their needs
- 4) acquire knowledge and skills in relation to equality, inclusion and diversity

- 5) promote WHCT's approach to equality and inclusion, communicate this to its employees and take reasonable steps to develop an equal and diverse culture in the organisation
- 6) Leaders and Managers subscribe to and act upon the values of the NHS Constitution, Code of Conduct and the Nolan Principles

### 3 RESPONSIBILITIES

WHCT will comply with and implement current legislative requirements. As a provider of healthcare in a diverse community, WHCT is committed to encouraging and supporting contributions from all parts of the community through its Public and Patient Engagement processes.

Regular progress reports will be made through the Equality, Inclusion & Diversity Group and the Quality & Safety Committee to the Trust Board.

#### 3.1 Chief Executive, supported by the Senior Management Team

Has responsibility for monitoring the effectiveness of this Policy. The responsibility for ensuring that this Policy is implemented and regularly reviewed lies with the Lead Director nominated for Equality and Diversity.

#### 3.2 Managers:

Have a responsibility to ensure they understand this Policy and implement it within their areas of responsibility and for ensuring that employees adhere to the terms of this Policy. This will require Managers to:

- respect and promote equality and diversity when undertaking their duties
- lead by example, promoting equality and diversity by their behaviours and actions
- promote this Policy and ensure that all staff are aware of it and clear on their responsibilities
- ensure that contractors and others working on Trust sites adhere to the principles of this Policy
- eliminate all forms of discrimination in the workplace, taking prompt/decisive and fair action when necessary
- ensure that complaints relating to equality and diversity are responded to under the Trust's Complaints Procedure in a fair and consistent manner
- apply the Trust's Incident Reporting System - where appropriate
- understand current legislation and the implications of not carrying out the policy
- apply policies and procedures in a fair and consistent manner
- exercise their duty to eliminate discrimination in all aspects of the organisation, e.g. recruitment, training
- maintain accurate records of employment decisions and outcomes e.g. recruitment and selection, appraisals
- attend or undertake relevant training relating to equality and diversity
- ensure that decisions in recruitment, promotion, transfer, training and the provision of services, comply with this Policy

#### 3.3 Employees:

The Trust expects that every employee will familiarise themselves with this Policy and ensure they apply it effectively and fairly to all colleagues, service users and partners.

All employees have an individual responsibility to:

- inform their manager or the Equality and Inclusion Practitioner if they suspect or are aware that discrimination, harassment or bullying is taking place ([Acceptable Standards of Behaviour](#))

- respect and promote equality and diversity when undertaking their duties
- avoid discrimination, harassment, bullying or intimidating other employees, patients, service users, partners/stakeholder etc.
- co-operate with measures introduced by the Trust to ensure equality of opportunity and non-discriminatory practice
- make sure the incident reporting system is used, where appropriate

Trade Unions and Staff Side have an important role to play on behalf of their members in preventing discrimination, harassment and bullying and promoting equality of opportunity. Trade Unions and Staff Side will be consulted on measures taken by the Trust to prevent discrimination, harassment and bullying and promote equality of opportunity.

Every employee is required to assist the Trust to meet its commitment to provide equality and avoid unlawful discrimination. If legal requirements are ignored, both the Trust and the individual employee(s) concerned may be liable to legal proceedings. The primary legal responsibility rests with the Trust to ensure that there is no unlawful discrimination. While this main responsibility rests with the Trust, individual employees at all levels must not discriminate or knowingly aid their employer to do so. Employees can be held personally liable as well as, or instead of, the Trust for any act of unlawful discrimination.

Employees who commit serious actions of harassment may be guilty of a criminal offence. Acts of discrimination, harassment, bullying or victimisation against employees or service users are disciplinary offences and may be subject to the Trust [Disciplinary Policy and Procedure](#).

### **3.3 External Contractors and Agencies**

External contractors and agencies providing services on behalf of the Trust will be expected to make their staff aware of the Trust's policy and comply with it.

## **4 SERVICE DELIVERY**

The Trust is committed to ensuring that all its services are designed and delivered to meet the needs of the communities. To this end an Equality Analysis will be undertaken for all policies and functions<sup>1</sup>. (See 5 Equality Analysis)

All reasonable adjustments will be made to ensure our services are accessible and equitable to all groups in our community except where there is evidence to objectively justify alternative arrangements.

## **5 EQUALITY ANALYSIS**

Equality Analysis is a way of identifying any potential or actual impact (Positive, Neutral or Negative) that Trust policies/functions and their implementation may have on differing groups of people. An Equality Analysis must be undertaken for all new and existing policies and functions.

All policies and terms and conditions of employment should be free from bias and an Equality Analysis is undertaken and acted on accordingly.

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<sup>1</sup> functions include: Services; Projects; Strategy; Processes; Systems; Practices; Procedures; Protocols; Guidelines; Care Pathways etc – not an exhaustive list

## 6 EQUALITY OBJECTIVES

The Trust sets Equality Objectives, at least every 4 years. The objectives are reviewed annually and updated/amended/adjusted to ensure relevance and currency in relation to the service delivered by the Trust (available on the Trust Internet and Intranet - <http://nww.hacw.nhs.uk/a-z/services/equality-and-diversity/equality-delivery-system/>)

## 7 HR POLICIES AND PROCEDURES

All Human Resource policies will be applied fairly and consistently, on the basis of organisational and job requirements. An individual's ability and fitness for work will be measured using objective criteria.

- Recruitment and Selection Policy
- Job evaluation procedures
- Equality Act 2010 and subsequent legislation
- Terms and conditions of employment
- Managing Concerns with Performance
- Development and training opportunities, staff development and review schemes
- Internal transfers and promotions
- Retirement and termination

## 8 RECRUITMENT & SELECTION

WHCT will ensure:

- at least one member of the interview panel will have completed the Trust's Recruitment and Selection training and be trained in the principles of legislation relating to the Equality Act 2010.
- there are no barriers to recruitment and selection for any group of people (except in times of organisational change, when the [Change Management, Redeployment and Redundancy Policy](#))
- will take precedence e.g. that in times of organisational change and internal selection, shortlists will be solely based on the essential criteria in the person specification, not the desirable criteria)
- that no job applicant is disadvantaged by job requirements which cannot be objectively justified
- selection criteria for all posts will be clearly defined, objective and job related
- all candidates will be compared objectively against the selection criteria and processes will be consistently applied to ensure fairness and prevent discrimination
- interview questions will relate to the selection criteria
- reasonable adjustments will be made to assist a candidate with a disability during the recruitment process to compete on an equal basis. Literature relating to advertisements, job descriptions etc., will be made available in alternative formats upon reasonable request, e.g. different languages, large print, Braille,
- it reviews its selection criteria and procedures to maintain a system where individuals are selected and treated solely on the basis of merit and abilities which are appropriate to the job.
- monitoring systems will be maintained to enable the Trust to review its achievement of equality of opportunity in recruitment and selection practices.

Details of best practice in recruitment and selection are contained in the [Recruitment and Selection Policy](#).

## 8.1 Advertising

Advertisements will include the 'Positive about Disabled People Two Tick' symbol which indicates that the Trust has been recognised by Jobcentre Plus as being Positive about Disability. This means the Trust will interview all applicants who have declared a disability and who meet the minimum criteria for the post.

## 8.2 Monitoring of Staff Profile

Applicants applying for posts are invited to complete information about themselves with regard to the protected characteristics (within the constraints defined nationally in collecting Electronic Staff Records [ESR] data). The information is used for statistical reporting, informing the provision of reasonable adjustments for people with a disability, analysing equality and action planning for quality improvements. The information is held for no other reason and data is not individually recognisable.

Staff will be encouraged to fully complete personal information; however, the Trust respects the right of an individual not to declare sensitive and personal data. Each member of staff has a responsibility to update their ESR records (Employee Self Service – Manage Your Information) if there are changes to their personal details. Otherwise, an annual review of ESR data to ensure currency and accuracy is required.

## 8.3 Positive Action

The Trust in accordance with current legislation and case law, will apply positive action to ensure that any disadvantages or under-represented individuals/groups are supported, e.g., through training and development to ensure equality of access to promotion and career development.

## 9 PROMOTION

Decisions which may enhance promotional opportunities will be made in accordance with objective selection criteria. Managers will apply the same skills and knowledge appropriate to the recruitment and selections process. Decisions on who should be promoted will not be discriminatory. Opportunities for promotion will be advertised and employees will be eligible to seek promotion based on the essential criteria for the post.

## 10 TRAINING & DEVELOPMENT

Information on learning, training and development will be publicised throughout the Trust. The success of the Trust is partly attributed to having high quality staff, who are fully trained to meet the requirements of their role and personal/professional development, appropriate training and development will be made available to employees to undertake their roles and pursue their career development.

The delivery of training and development is in line with the Trusts' [Education, Training and Employee Development Policy](#) which is sensitive to the protected characteristics and ensures that the selection process is transparent and non-discriminatory.

Trust's mandatory training programme includes a specific module on equality and inclusion.

Training and Development centres at Woodside and Evesham are accessible for people with disabilities, including car park and public transport. However, it should be noted that where ad hoc training takes place a venue and related requirements may not be accessible for people with disabilities. It is the responsibility of the facilitator to find out if a delegate has a disability and what adjustments are required including seeking an alternative appropriate venue.

## 11 DISCIPLINARY & GRIEVANCE

The Trust's *Disciplinary Policy and Procedure* and *Grievance Procedure* provide a framework to ensure all employees are treated fairly and in a consistent manner.

Any discrimination, harassment or bullying which breaches Trust Policies will be managed under the *Acceptable Standards of Behaviour Policy*.

Where an employee believes that s/he has been the subject of harassment, victimisation or discrimination s/he can raise their concerns through the *Acceptable Standards of Behaviour Policy*. Employees wishing to make a complaint to an employment tribunal will normally be required to raise their complaint through the Trust's *Grievance Procedure* initially and internal procedures must have been exhausted first.

All complaints of discrimination will be taken seriously, responded to promptly and confidentially. Disciplinary action may result where a breach of this Policy through action or behaviour is found to be the case.

All incident relating to grievance, harassment and bullying and disciplinary are monitored to identify trends and/or group of individual who are adversely affected.

Employees who have in good faith raised concerns under the *Grievance Procedure* should not be victimised or receive less favourable treatment than any other employee. Every effort will be made to ensure that the employee who makes the complaint will not be victimised. Victimisation will result in disciplinary action.

If complaints of discrimination, harassment or bullying are found to be vexatious this will result in disciplinary action against the perpetrator.

In following the *Disciplinary Policy and Procedure*, managers must ensure that sanctions are consistently applied.

Under the Trust's *Whistleblowing (Public Interest Disclosure) Policy*, employees can raise concerns in confidence and their identity will be protected. If in the event of an investigation which results in disciplinary action, the anonymous employee will be encouraged to identify themselves but remains their choice if they want to do this or not.

## 12 DISMISSAL, REDUNDANCY & RETIREMENT

Any decision to dismiss, retire or make an employee redundant will be fair, based on business needs and the individual's performance/skills. This will be undertaken in line with the relevant Trust policies/procedures:

- *Acceptable Standards of Behaviour*
- *Change Management, Redeployment and Redundancy Policy*
- *Disciplinary Policy and Procedure*
- *Managing Concerns with Performance*
- *Retirement Policy*

## 13 HEALTH & SAFETY

All policies covering health and safety will be regularly reviewed to ensure that the particular needs of specific employees are being considered.

## 14 SUPPORTING INDIVIDUAL NEEDS

The Trust will consider reasonable requests for adjustments requested by staff that will

enable them to fulfil their role with greater ability and confidence. For example -

- Where a member of staff becomes disabled while in employment, the Trust will ensure that they know where to go to discuss adjustments that may be needed in consultation with their manager, human resources, occupational health and the equality and inclusion practitioner. Adjustments could include, for example, reduced working hours, alternative patterns of work, reasonable modifications and aids for retraining leading to redeployment (this is not an exhaustive list)
- The Trust will promote an atmosphere where staff can practice their religious beliefs without fear of intimidation e.g. by arranging areas for prayer and contemplation on request. (The Trust will not permit employees to impose their beliefs on others or condone views that prevent dignity or rights of others or incite racial hatred)
- Where a member of staff has particular caring responsibilities, cultural and/or religious needs that conflicts with existing working arrangements, the Trust will ensure *Flexible Working Policy* is applied fairly.

The Trust will examine measures to provide greater opportunities for people who need to, or wish to, combine employment with other responsibilities, e.g. part-time working, employment break schemes etc.

All employees are to be treated equally with respect to pay and other conditions of their contract of employment. The only exception will be those cases covered by Protection of Pay Conditions of Service Agreement or other legal framework such as Transfer of Undertakings legislation.

## 15 COMMUNICATION

This policy will be communicated in the following ways:

- Induction material
- Equality & Inclusion mandatory training
- By managers to new employees during their local induction
- Internet/intranet
- Recruitment & Selection Training

Positive images of people covered by the protected characteristics will be used in Trust information and promotional literature.

## 16 PUBLICATIONS

Equality, Diversity and Inclusion information will be published on the Trust intranet: <http://nww.hacw.nhs.uk/a-z/services/equality-and-diversity/> and internet

For example:

- Equality Act 2010
- Equality & Diversity Statement
- Equality and Inclusion Policy
- Equality analysis; Template form; Examples of equality analysis undertaken; A database of all Equality Analysis undertaken
- Useful links and Information
- Cultural Information
- Disability
- Workforce data and ESR profile

## **17 COMPLAINTS FROM MEMBERS OF THE PUBLIC**

If a service user, their family or carer feels they have been treated less favourably (direct, indirect, associative or perceptive) than others in the same circumstances they have the right to raise their concern and contact the Patient Relations Team. The Patient Relations Team will be able to liaise with the appropriate service and ensure that their concerns are responded to in accordance with the [Complaints, Comments and Compliments Policy and Procedures](#).

## **18 MONITORING AND EVALUATING THE EFFECTIVENESS OF THIS POLICY**

To ensure the intent of this Policy is being followed, the Trust will monitor and evaluate:

- its workforce profile against the community profile
- recruitment, promotion and training opportunities and take up of training, pay, grievance, disciplinary and exit from employment
- processes to comply with changes in legislation
- results of the annual staff survey
- Public Sector Equality Duty Objectives

This information will be used to:

- establish where there are any differences between different groups
- investigate the underlying reasons for the differences and
- respond to any unfairness, disadvantaged or possible discrimination

Data is already collected on job applicants and the current workforce and is regularly analysed. This sensitive data is protected under the Data Protection Act and will be covered by the confidentiality clause all employees are subject to.

Annual reports concerning the equality profile of the Trust's staff will be presented to the Board and the JNCC with half year updates.

This Policy is subject to joint monitoring and shall be reviewed by the Equality & Inclusion Practitioner and the JNCC upon request and as required.

## **19 REVIEW, REVISION AND DISSEMINATION**

This Policy will be reviewed 12 months from ratification to reflect the changing landscape of the NHS in Worcestershire and changes in legislation. Thereafter, this policy to be reviewed on a 3 yearly basis or earlier if there are changes to legislation or national/local requirements.

## **20. EQUALITY ANALYSIS**

This policy has undergone an equality analysis.

## **21 LEGISLATION / POLICY COMPLIANCE:**

The following documents have been used to inform this policy: -

- Acceptable Standards of Behaviour Policy.
- Change Management, Redeployment and Redundancy Policy
- Complaints, Comments and Compliments Policy
- Disciplinary Policy and Procedure
- Education, Training and Employee Development Policy
- Equality Act 2010
- Flexible Working Policy

- Grievance Procedure
- Managing Concerns with Performance
- Recruitment and Selection Policy.
- Retirement Policy
- Whistle blowing (Public Interest Disclosure) Policy

APPROVED

## Appendix I - Definitions

**Associative Discrimination** – discrimination because of their association with someone who does have a protected characteristic e.g. parent of a disabled child.

**Bullying** – includes persistent criticism, intimidation, personal abuse and/or ridicule which humiliates or demeans the individual involved, eroding their self-confidence.

**Direct Discrimination** – Less favourable treatment of a person compared with another person because of a *protected characteristic*.

**Diversity** literally means difference. It is about recognising individual as well as group differences and placing positive value on diversity in the workplace. It is not about creating a level playing field and treating everyone equally, it is about *treating everyone fairly*. Fair treatment is fundamental – unless people are treated with dignity and respect they will not feel valued.

**Equality** is about recognising that each one of us is unique, valuing everyone as an individual creating a fairer society, where everyone can participate and has the opportunity to fulfil their potential.

**Harassment** – Unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment. Individuals are also protected from harassment because of perception and/or association.

**Indirect Discrimination** – a practice, provision or criterion although applies to everyone causes a disadvantage to one or more of the protected characteristics that cannot be objectively justified. An **objective justification** recognises that a discriminatory action is likely but can objectively justify the action as a proportionate means of achieving a legitimate aim, that is, appropriate and necessary.

**Perceptive Discrimination** – discrimination on the belief that someone has a protected characteristic, whether or not they do have it.

**Positive (Affirmative) Action** – a range of lawful action that seek to overcome or minimise disadvantages that people who share a protected characteristic have experienced, or to meet their different needs. Positive steps are taken to increase the participation of under-represented groups in the workplace or uptake of services.

**Positive Discrimination** – Treating someone with a protected characteristic more favourably to counteract the effect of past discrimination and is unlawful. However, there is a duty to make reasonable adjustments and an exception where treating a person with a disability more favourably.

**Victimisation** – treating an employee less favourably than others because they have made or supported a complaint raised a grievance or they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or support an untrue complaint.

**Protected Characteristics** – Age; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion or Belief; Sex and Sexual Orientation. These are the ground upon which discrimination is unlawful

<b>Age</b>	A person belonging to a particular age group (specific or general e.g., 18-30)
<b>Disability</b>	Has a physical or mental impairment which has substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities
<b>Gender Reassignment Transgender</b>	The process of changing or transitioning from one gender to another. This can include people who have expressed a genuine desire change gender, live as another gender or dress as another gender
<b>Marriage and Civil Partnership</b>	Marriage is defined as a 'union between a man and a woman'. Same sex couples can have their relationship legally recognised as 'civil partnership'. Civil Partners must not be treated less favourably than married couples
<b>Pregnancy and Maternity</b>	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
<b>Race</b>	Groups of people defined by their race, colour, nationality (including citizenship), ethnic or national origins
<b>Religion or Belief</b>	An organisation founded on an ethos based on religion or belief. Belief includes religious and philosophical beliefs including lack of belief (e.g. atheism) Generally, a belief should affect life choices or the way an individual/group live for it to be included in the definition
<b>Sex</b>	Whether the person is a man or a woman (of any age)
<b>Sexual Orientation</b>	Whether a person's sexual attraction is towards their own sex, the opposite sex or both sexes