

Equality Diversity & Human Rights Policy

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Think of the environment...Do you have to print this out this document? You can always view the most up to date version electronically on the Trust intranet.

Executive Summary

The Walton Centre NHS Foundation Trust is committed to building a workforce which is equal, valued and whose diversity reflects the community it serves, enabling it to deliver the best possible healthcare service to those communities, and to secure the widest pool of talent possible. All staff within the Walton Centre, whether employed directly or not, have a duty to ensure equality in all they do.

This policy sets out the Trust's approach to equality and how to ensure that fairness is promoted and discrimination reduced. Requirements under the Equality Act, Public Sector Equality Duty, Equality Delivery System and Workforce Race Equality Standard are also included.

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1. Introduction

The Walton Centre recognises that some groups of society can experience prejudice and discrimination. The Equality Act 2010 specifically recognises the *protected characteristics* of age, disability, sex, race, religion or belief, sexual orientation, transgender, pregnancy/maternity and marriage/civil partnership. However, the Trust also acknowledges that other minority groups may also experience unfair treatment and discrimination.

The Trust is committed to equality of opportunity and anti-discriminatory practice both in the provision of services and in our role as an employer including the removal of potential barriers and the fostering of relationships. This is demonstrated within the core Walton Centre values as well as our practice.

The Trust believes that all people have the right to be treated with dignity and respect and is committed to the elimination of unfair and unlawful discriminatory practices. The Trust does not tolerate any form of intimidation, humiliation, harassment, bullying or abuse and is fully committed to meeting its legal obligations under The Equality Act and the Public Sector Equality Duty.

The Trust is also aware of its legal duties under the Human Rights Act 1998 and the requirement for all public authorities to uphold and promote Human Rights in everything they do. It is unlawful for a public authority to perform any act which contravenes the Human Rights Act. The Walton Centre is committed to carrying out its functions and service delivery in line with the Human Rights based approach and the FREDA principles of **F**airness, **R**espect, **E**quality **D**ignity, and **A**utonomy.

2. Scope

The policy applies to all staff employed by the Trust, as well as any one working at the Trust as a volunteer, agency worker, contractor, or trainee including Junior Doctors (here on referred to as staff member). The policy also applies to all patients / service users, carers and visitors to the Trust.

3. Definitions

- **Equality** – not about treating everyone the same; it is about ensuring that access to services and opportunities are available to all by taking into account people's differing needs and capabilities, and making appropriate adjustments to ensure equal opportunities for everyone.
- **Diversity** – about recognising and valuing differences through inclusion and service provision, regardless of age, disability, sex, race, religious belief, sexual orientation, gender reassignment pregnancy/maternity or marriage/civil partnership.

4. Duties

4.1. Trust Board

- Overall responsibility for ensuring compliance with this policy and equality legislation and for ensuring that all managers are accountable for the promotion and implementation of this Policy.
- Monitor progress on equality, diversity and Human Rights issues and initiatives on a regular basis, and ensure the implementation of any relevant actions points and plans concerning equality, diversity and Human Rights diversity issues.

4.2. Trust / Equality Leads

- Promote and advise on workforce and patient equality, diversity and human rights issues.
- Provide training courses for staff including Transgender Awareness, Disability Awareness, Unconscious Bias, Equality Impact Assessment and general E&D
- Anonymise recruitment processes (up until interview stage)
- Ensures all policies and practices are supportive of E&D
- Completes Equality Delivery System (EDS2) assessments and action plans
- Complete Workforce Race Equality Standard (WRES) returns and action plans
- Works with the Brain Charity to provide advice and support to patients and carers in the centre

4.3. Managers

- Ensure that all staff are aware of their responsibilities under this policy and that it is implemented throughout their sphere of responsibility.
- Treat complaints related to this policy seriously and deal with them promptly and confidentially, using the appropriate procedure.
- Promote equality and eliminate discrimination in their working environment.
- Ensure that all staff keep up to date with their equality, diversity and human rights training and that this is included in staff PDR's as necessary.
- Ensure that they have completed the necessary equality training before undertaking any recruitment and selection.

4.4. Staff Members

- Personal responsibility to adhere to this policy on a day-to-day basis.
- Treat service users and colleagues fairly and with dignity.
- Respect each other's cultural beliefs and values.
- Carry out reasonable adjustments for other staff and service users.
- Know about and adhere to Trust policies and procedures at all times.
- Understand the importance of their role in advancing equality for all.
- Take positive steps to eliminate any discrimination and ensure do not unlawfully discriminate or victimise other employees, applicants, patients, carers or visitors, or encourage other employees or individuals to do so.
- Take positive steps to promote equal opportunity and open mindedness
- Inform management of any suspected discriminatory practice or behaviour.

4.5. Patients, Carers & Visitors

- Be respectful to all staff and other patients and visitors.
- Recognise and comply with the principles set out in this policy whilst on the Trust's premises or whilst receiving care originating from the Trust.
- Any patient/carers/visitor who is verbally or physically abusive or who makes derogatory statements that are of a discriminatory nature to any staff or other patients should be aware that they will be challenged about their behaviour. Where appropriate, the Trust may consider limiting or withdrawing the provision of services to, and may seek to prosecute individuals where it deems necessary. The Trust will consider issues such as non-capacity and any learning disability at this time before any actions are taken such as a service being removed or reduced.

4.6. Contractors and their Staff

- Equal responsibility to ensure that this policy is adhered to and will be the subject of any contract compliance monitoring.

5. Principles

This policy seeks to ensure the following:

- To demonstrate and promote a commitment to equality issues to both patients and staff by challenging discrimination and valuing diversity;
- To enhance and promote high quality services which are responsive to different communities and individual's needs;
- To create a productive, safe and prejudice-free work environment which treats all staff fairly and with respect;
- To ensure fair recruitment and training practices which are accessible and available to all;
- To promote diversity in communication in all aspects of Trust business but specifically equality issues and ensure that people's views are listened to and responded to e.g. large print, loop system;
- To demonstrate our commitment to best practice in employment and service delivery and working towards being a model employer.
- To eliminate prejudice and discrimination in all Trust business, dependent upon the personal commitment of all staff.

6. The Equality Act 2010

The Equality Act was introduced in October 2010 and legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening some areas of protection. The following types of discrimination are defined within the Equality Act (see Appendix 1 for full definitions):

- Direct Discrimination
- Indirect Discrimination
- Associative Discrimination
- Discrimination by Perception
- Discrimination Arising from Disability
- Harassment
- Victimisation

6.1. Who is protected?

The Equality Act provides protection for 9 'protected characteristics', this means that it is against the law to discriminate against anyone because of one of the following protected characteristics (see Appendix 2 for further definitions):

- Age
- Sex
- Disability
- Race including colour, nationality, ethnic or national origin
- Religion, belief or lack of religion/belief
- Sexual orientation
- Being or becoming transgender
- Being married or in a civil partnership (only applies to employment or vocational training)
- Being pregnant or having a child

You are also protected from discrimination if you are associated with someone who has a protected characteristic, e.g. a family member or friend, or if you're perceived to have one of the protected characteristics but do not, or if you have complained about discrimination or supported someone else's claim.

The Trust also considers the impact on carers and other vulnerable groups within the process of equality analysis/equality impact assessments (EIA's).

7. **Public Sector Equality Duty (PSED)**

In addition to the requirements under the Equality Act, as a public body the Trust has a general duty to:

- **Eliminate unlawful discrimination, harassment**, victimisation and any other conduct prohibited by the Act;
- **Advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
- **Foster good relations** between people who share a protected characteristic and people who do not share it.

8. **Equality Delivery System (EDS2)**

The Equality Delivery System (EDS) for the NHS was made available in June 2011 and formally launched in November 2011. Following an evaluation of the implementation of the EDS in 2012, and subsequent consultation with a spread of NHS organisations, the EDS was refreshed and is known as *EDS2*.

From April 2015 EDS2 was included within the NHS Standard Contract. The main purpose of the EDS is to help local NHS organisations, in discussion with local partners including local people, review and improve their performance for people with characteristics protected by the Equality Act 2010. By using the EDS, NHS organisations can also be helped to deliver on the public sector Equality Duty (PSED).

At the heart of EDS2 are 18 outcomes, against which commissioner and provider organisations assess and grade themselves. These outcomes relate to issues that matter to people who use the NHS and who work in commissioner and provider organisations. Among other things they support the themes of, and deliver on, the NHS Outcomes Framework, the NHS Constitution, and the Care Quality Commission's key inspection questions.

All the Trust's reports and associated actions can be found on the Equality page of the Trust website and the Equality page (under HR) of the Intranet.

9. **Workforce Race Equality Standard (WRES)**

The Workforce Race Equality Standard (WRES) was introduced in April 2015 and is included in the NHS Standard Contract.

The WRES includes 9 indicators; 4 look at workforce data including recruitment, training opportunities, disciplinaries & senior management representation, 4 are based on data from the national staff survey indicators, and one considers Board composition. The standard will highlight any differences between the experience and treatment of White staff and Black and Minority Ethnic (BME) staff in the Trust (and wider NHS) with a view

to closing this difference, should it exist. These indicators were developed in partnership with the NHS.

Provider organisations will be expected to ensure they have this data, share it with their staff and commissioners, and consider and act upon the differences between the white and BME staff experience and survey responses so that year on year the differences are seen to reduce. The smaller the differences between the BME and White workplace experience indicators and survey responses, the more likely it is that discrimination is declining.

All the Trust's data and associated actions can be found on the Equality page of the Trust website and the Equality page (under HR) of the Intranet

10. Workforce Disability Equality Standard (WDES)

The Workforce Disability Standard (WDES) was introduced by NHS England in 1 April 2019 is mandated through the NHS Standard Contract.

The Workforce Disability Equality Standard (WDES) is a set of ten specific measures (metrics) that will enable NHS the Trust to compare the experiences of Disabled and non-disabled staff. This information will then be used by the Trust to develop a WDES action plan, to enable the Trust to demonstrate progress against the indicators of disability equality.

<https://www.england.nhs.uk/about/equality/equality-hub/wdes/>

All the Trust's data and associated actions can be found on the Equality page of the Trust website and the Equality page (under HR) of the Intranet.

11. The Gender Pay Gap Reporting

The gender pay gap is the difference in the average hourly wage of all men and women across a workforce. If women do more of the less well paid jobs within an organisation than men, the gender pay gap is usually bigger.

11.1. Public Sector

The Trust must follow The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

The Trust must calculate and publish the following data on an annual basis:

- Their mean gender pay gap
- Their median gender pay gap
- Their mean bonus gender pay gap
- Their median bonus gender pay gap
- The proportion of men in the organisation receiving a bonus payment
- The proportion of women the organisation receiving a bonus payment
- The proportion of men and women in each quartile pay band

<https://gender-pay-gap.service.gov.uk/>

All the Trust's data and associated actions can be found on the Equality page of the Trust website and the Equality page (under HR) of the Intranet.

12. Accessible Information Standard

Making health and social care information accessible.

From 1st August 2016 onwards, THE Trust has been legally required to follow the Accessible Information Standard. The Standard sets out a specific, consistent approach to identifying, recording, flagging, sharing and meeting the information and communication support needs of patients, service users, carers and parents with a disability, impairment or sensory loss.

The Accessible Information Standard (DCB1605 Accessible Information)

The Accessible Information Standard, formally known as DCB1605 Accessible Information, is made up of a Specification and Implementation Guidance. In August 2017, revised versions of the Specification and Implementation Guidance were issued, following a post-implementation review of the Standard. The Trust will continue to adhere to The Accessible Information Standard.

<https://www.england.nhs.uk/ourwork/accessibleinfo/>

13. Recruitment & Selection

The Trust is determined to ensure that every job applicant, internal or external, applying for a vacant post will receive fair and equitable treatment. Selection for employment or promotion will be on the basis of aptitude and ability alone.

Reasonable adjustments will be offered to all applicants throughout the recruitment process in order to ensure that all candidates have a fair and equal opportunity. For example, alternative application methods and formats, taking into account gaps in education or employment history that relate to a disability when shortlisting, offering a “guaranteed interview” scheme to disabled applicants who meet minimum selection criteria, offering reasonable adjustments during an interview such as different location or adapting the environment, provide an interpreter for example BSL, providing alternative formats for any assessment papers or allowing longer time tests, particularly for individuals with dyslexia or other learning difficulties. This is not an exhaustive list and any required adjustment will be considered, however, candidates must be aware that adjustments can only be made if requested prior to attendance and with enough time for these adjustments to be implemented.

All recruiting managers will be expected to have completed additional equality training before they are permitted to chair any recruitment panel from late 2016.

Recruitment is monitored through the selection process. This monitoring is analysed on an annual basis and should any adverse impact be identified, supportive/corrective actions will be put in place. The findings from this annual analysis can be found in the Trust’s Workforce Equality Monitoring Report which is published on both the Trust website and the intranet.

13.1. Positive Action

Positive action enables an employer to take actions to assist and encourage opportunities for particular groups in areas where they are under-represented. Positive action is not the same as positive discrimination, which is unlawful.

In order for positive action to be lawful the employer cannot have a general policy of always favouring people with certain characteristics and the following three conditions must be met:

1. Must reasonably think (can see) that a group of people who share a protected characteristic and who are, or who could be, using your services:
 - Suffer a disadvantage linked to that characteristic
 - Have a disproportionately low level of participation in this service/activity, or
 - Need different things from this service from other groups.
2. The action taken is intended to:
 - Meet the group's different needs
 - Enable or encourage the group to overcome or minimise that disadvantage, or
 - Enable or encourage the group to participate in that activity.
3. The action taken is a proportionate way to increase participation, meet different needs or overcome disadvantage. This means that the action is appropriate to that aim and that other action would be less effective in achieving this aim or likely to cause

Where appropriate, positive action initiatives will be considered for the employment, training and development of people from under-represented groups at all levels of the workforce, in order that they may achieve equality of opportunity for selection and further promotional opportunities.

14. Training & Development

All employees will be helped and encouraged to develop to their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

As with recruitment and selection (Section 8) reasonable adjustments will be offered to all staff who wish to take up training opportunities to ensure a fair and equal approach for all. For example, provide training materials in alternative formats e.g. large text, CD etc., run training in different locations and at different times, provide any assessment papers in alternative formats and allow longer time for tests, particularly for individuals with dyslexia or other learning difficulties. This is not an exhaustive list; if a staff member requires any adjustments please advise the Training and Development Department. Please be aware that as above, adjustments can only be made if the department is aware and if these are requested prior to attendance and with enough time for these adjustments to be implemented.

The Trust also appreciates that training is a key component to ensuring that staff understand their responsibilities in relation equality, diversity and human rights in order to ensure that discrimination and stigma can be eliminated from the Trust. Equality, diversity and human rights training is therefore mandatory across the Trust with an additional module required for Band 6 staff and above or anyone responsible for carrying out recruitment.

15. Communication

The Trust believes good communication to be the key to developing equality of opportunity for all. This can be especially difficult for those people whose first language is not English; or are D/deaf and/or hearing impaired; are blind or have a visual impairment or a learning difficulty or disability. The Trust is committed to making appropriate facilities available and accessible to enable the public, and employees, to

communicate effectively by providing information in a variety of formats. Where appropriate, we will ensure community consultation and participation for involvement in policy and service planning.

16. Work-Life Balance

The Trust acknowledges that some working arrangements may cause difficulty for certain groups of the population. Where appropriate reasonable adjustments will be provided and should be discussed with HR and an Individual Tailored Reasonable Adjustment template completed (this can be found under Equality on the Trust Intranet page).

The Trust also provides flexible working practices and family friendly policies to encourage the retention of existing employees and to attract the best possible candidates in the recruitment process. Schemes currently available include part-time working, job sharing, maternity leave, adoption leave, parental leave, shared parental leave, flexible working hours and other special leave provisions. For further information please see the appropriate policies e.g. Flexible Working Policy, Special Leave Policy etc.

17. Complaints

17.1. Staff Member

Any staff member who believes that this policy has been breached should raise their concerns to their line manager, HR manager, Trade Union representative or an equality lead, depending on the nature of their concern and who they feel comfortable speaking to. They may also wish to consider whether they would like to raise their concerns under the Trust's Dignity at Work Policy or the Grievance Policy. If uncertain which policy is most appropriate, advice can be sought from the HR Department.

17.2. Patient / Service User, Carer or Visitor

Any complaints about breaches of this policy in relation to the provision of services can be made to The Walton Centre NHS Trust's Patient Experience Team. Support to make a complaint or raise a concern is also provided by this team. They can be contacted as follows:

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18. Breaches of Policy

Any breaches of this policy by a staff member will be regarded as misconduct and dealt with under the Trust's Disciplinary Policy. Any breach by a contractor may result in their contract being terminated.

19. Training

Equality, Diversity and Human Rights Training is mandatory for all staff who are employed by the Walton Centre for 3 months or more.

20. Monitoring

This policy will be monitored in line with the review dates and as necessary with changes in legislation.

Updates on equality, diversity and human rights in reported informally on a quarterly basis to local Health Watch representatives via the Patient Experience Group. Formal returns are also made on an annual basis in compliance with the WRES and the EDS2.

21. References

- The Equality Act 2010
- The Public Sector Equality Duty
- The Human Rights Act 1998
- GOV.UK – Equality Act 2010: guidance
- GOV.UK – Government Equalities Office – Equality Act 2010: a quick start guide to positive action in service provision for voluntary and community organisations

21.1. Supporting policies/documents

- Disciplinary Policy
- Grievance Policy
- Recruitment and Selection Policy
- Special Leave Policy
- Flexible Working Policy
- Maternity, Maternity Support (Paternity) and Adoption Leave Policy
- Shared Parental Leave Policy
- Complaints Policy
- Management of Violent and Aggressive Individuals Policy
- Equality, Diversity and Inclusion 5 Year Vision

Appendix 1 - Definitions of Discrimination (Equality Act)

1. **Direct Discrimination** – occurs when a person is treated less favourably than another on the grounds of a protected characteristic. **Example** – an employer does not interview a job applicant because of the applicant's ethnic background.
2. **Indirect Discrimination** – occurs when a rule, policy or way of doing things has a worse impact on someone with a protected characteristic than someone without one, when this cannot be objectively justified. **Example** – requiring all patients to call up to book an appointment. This could have a negative impact on patients with hearing or speech impairments if they are not given an alternative method of booking an appointment.
3. **Direct discrimination by association** – means treating someone less favourably than another person because they are associated with a person who has a protected characteristic. **Example** – an employer offers flexible working to all staff. Requests are supposed to be considered based on business need. A manager allows a man's request to work flexibly to train for a qualification but does not allow another man's request to work flexibly to care for his disabled child. If the manager's decision is because the child is disabled, this is likely to be direct disability discrimination because of the man's association with his child.
4. **Direct discrimination by perception** – means treating one person less favourably than someone else, because you incorrectly think they have a protected characteristic. **Example** – a bed and breakfast hotel owner falsely tells a man that there are no rooms available because the owner believes the man is gay. Even if the man is not gay, the owner is discriminating on grounds of perception.
5. **Victimisation** – means treating someone unfavourably because they have taken some form of action relating to the Equality Act, e.g. made a complaint, raised a grievance or supported somebody who is doing so. **Example** – a non-disabled worker gives evidence on behalf of a disabled colleague at an Employment Tribunal hearing where disability discrimination is claimed. If the non-disabled worker were subsequently refused a promotion because of that action, they would have suffered victimisation in contravention of the Act.
6. **Harassment** – unwanted behaviour related to a protected characteristic which has the purpose or effect of violating someone's dignity or which creates a hostile, degrading, humiliating or offensive environment. **Example** – a builder addresses abusive and hostile remarks to a customer because of her race after their business relationship has ended. This would be harassment.
7. **Discrimination arising from disability** – means treating a person with a disability unfavourably because of something connected with their disability when this cannot be objectively justified. **Example** – an employer dismisses a worker because she has had three months' sick leave. The employer is aware that the worker has multiple sclerosis and most of her sick leave is disability-related. The employer's decision to dismiss is not because of the worker's disability itself. However, the worker has been treated unfavourably because of something arising in consequence of her disability (namely, the need to take a period of disability-related sick leave).




Appendix 2 - Definitions of Protected Characteristics (Equality Act)

1. **Age** – Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).
2. **Sex** – A man or a woman.
3. **Disability** – A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.
4. **Gender Reassignment** – The process of transitioning from one gender to another. A person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.
5. **Marriage and Civil Partnership** – In England and Wales marriage is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couple. [1] This will also be true in Scotland when the relevant legislation is brought into force. [2] Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).
6. **Pregnancy and Maternity** – 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.
7. **Race** – It refers to a group of people defined by their race, colour, nationality, ethnic or national origins.
8. **Religion and Belief** – Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.
9. **Sexual Orientation** – Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

Appendix 3 - Equality Impact Assessment (EIA) Form

This section must be completed at the development stage i.e. before ratification or approval. For further support please refer to the EIA Guidance on the Equality and Diversity section of the Intranet.

Par

1. Person(s) Responsible for Assessment:  2. Contact Number: 
3. Department(s):  4. Date of Assessment: **12.08.19**
5. Name of the policy/procedure being assessed: **Equality Diversity and Human Rights Policy (2)**
6. Is the policy new or existing?
 New Existing
7. Who will be affected by the policy (*please tick all that apply*)?
 Staff Patients Visitors Public
8. How will these groups/key stakeholders be consulted with? **Through review committees, SPC, BPC and patient experience group.**
9. What is the main purpose of the policy? **The policy sets out the Trust's approach to equality, diversity and human rights and the Trust seeks to ensure that equality and fairness is promoted, and discrimination reduced. It also informs staff and patients of their responsibilities as well as the Trust responsibilities and the requirements of EDS2 and the WRES.**
10. What are the benefits of the policy and how will these be measured? **Improving equality and reducing discrimination in trust processes and staff, patient and visitor behaviour. This will be measured through feedback, including but not limited to complaints, grievances and concerns raised.**
11. Is the policy associated with any other policies, procedures, guidelines, projects or services? **Yes, please see Section 18.1 of the policy.**
12. What is the potential for discrimination or disproportionate treatment of any of the protected characteristics? **None, this policy is intended to promote and support equality in relation to all protected characteristics for staff, patients and visitors.**

Protected Characteristic	Positive Impact (benefit)	Negative (disadvantage or potential disadvantage)	No Impact	Reasons to support your decision and evidence sought	Mitigation / adjustments already put in place
Age	✓			Defines age within the context of the Equality Act and discusses promotion of equality relating to all protected characteristics.	
Sex	✓			Defines sex within the context of the Equality Act and discusses promotion of equality relating to all protected characteristics.	
Race	✓			Defines race within the context of the Equality Act and discusses promotion of equality relating to all protected characteristics. It also specially discusses the WRES.	
Religion or Belief	✓			Defines religion or belief within the context of Equality Act and discusses promotion of equality relating to all protected characteristics.	
Disability	✓			Defines disability within the context of the Equality Act and discusses promotion of equality relating to all protected characteristics. The policy also specifically refers to adjustments being made for recruitment or training purposes.	
Sexual Orientation	✓			Defines sexual orientation within the context of the Equality Act and discusses promotion of equality relating to all protected characteristics.	
Pregnancy / maternity	✓			Defines pregnancy and maternity within the context of the Equality Act and discusses promotion of equality relating to all protected characteristics.	
Gender Reassignment	✓			Defines trans/gender reassignment within the context of the Equality Act and discusses promotion of equality relating to all protected characteristics.	
Marriage & Civil Partnership	✓			Defines marriage and civil partnership within the context of the Equality Act and discusses promotion of equality relating to all protected characteristics.	
Other	✓			Makes reference to the inclusion of other, non-defined 'protected characteristics' such as carers and other vulnerable groups within the process of equality analysis/equality impact assessments (EIA's).	

If you have identified no negative impact for all please explain how you reached that decision and provide reference to any evidence (e.g. reviews undertaken, surveys, feedback, patient data etc.) **The purpose of this policy is to set out how equality will be promoted throughout the Trust and therefore there is no negative impact on any protected characteristic. All protected characteristics are referenced individually and discrimination is also defined. Expected behaviours or staff, patients and visitors is set out as well as ways in which to raise concerns should they arise.**

13. Does the policy raise any issues in relation to Human Rights as set out in the Human Rights Act 1998? **A Human Rights based approach is also supported throughout the policy and reference is made to the FREDA based approach.**

If you have identified negative impact for any of the above characteristics, and have not been able to identify any mitigation, you MUST complete Part 2, please see the full EIA document on the Equality and Diversity section of the Intranet and speak to [REDACTED] Matron for further support.

Action	Lead	Timescales	Review Date
HR to continue to collect and analysed data in relation to staff on a number of metrics to ensure there are no concerning patterns or potential discrimination taking place.	[REDACTED]		Ongoing

Declaration

I am satisfied this document/activity has been satisfactorily equality impact assessed and the outcome is:

No major change needed – EIA has not identified any potential for discrimination/adverse impact, or where it has this can be mitigated & all opportunities to promote equality have been taken



Adjust the policy – EIA has identified a need amend the policy in order to remove barriers or to better promote equality
You must ensure the policy has been amended before it can be ratified.

Adverse impact but continue with policy – EIA has identified an adverse impact but it is felt the policy cannot be amended.
You must complete Part 2 of the EIA before this policy can be ratified.

Stop and remove the policy – EIA has shown actual or potential unlawful discrimination and the policy has been removed

Name: [REDACTED]

Date: 12.08.19

Signed: [REDACTED]

Translation Service

This information can be translated on request or if preferred an interpreter can be arranged. For additional information regarding these services please contact The Walton centre on 0151 525 3611

Gellir gofyn am gael cyfieithiad o'r deunydd hwn neu gellir trefnu cyfieithydd ar y pryd os yw hynny'n well gennych. I wybod rhagor am y gwasanaethau hyn cysylltwch â chanolfan Walton ar 0151 525 3611.

هذه المعلومات يمكن أن تُترجم عند الطلب أو إذا فضل المترجم يمكن أن يُرتب للمعلومة الإضافية بخصوص هذه الخدمات من فضلك اتصل بالمركز ولتوّن على
0151 5253611

نەم زانیاریە دەکریت وەرگێردریت کاتیک که داواکریت یان ئەگەر بەباش زاندرای دەکریت
وەرگێرک نامادە بکریت (پیک بخریت) ، بۆ زانیاری زیاتر دەبارەى ئەم خزمەتگوزاریانە تکایە
پەيوەندی بکە بە Walton Centre بە ژمارە تەلەفونی ۰۱۵۱۵۲۵۳۶۱۱ .

一经要求，可对此信息进行翻译，或者如果愿意的话，可以安排口译员。如需这些服务的额外信息，请联络Walton中心，电话是：0151 525 3611。