

People Equality, Diversity and Inclusion Policy

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What is in this policy?	<p>This policy sets out University Hospitals Bristol and Weston NHS Foundation Trust's (UHBW's) commitment to equality, diversity and inclusion for all nine protected characteristics, as defined in the Equality Act 2010. Equality Act 2010: guidance - GOV.UK (www.gov.uk)</p> <p>This policy is intended as an interim policy covering Equality, Diversity & Inclusion (EDI) in the workforce (People) setting, while we move towards an integrated People and Patient EDI Strategy and policy from 2026.</p>
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People Equality, Diversity and Inclusion Policy - Reference Number [Procedural Document
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21/01/2014	1	Assistant Director of HR	Major	Complete review and rewrite
10/02/2016	2	Head of Reward	Major	Scheduled review
18/05/2018	3	Equality & Diversity Officer	Major	Scheduled review
	4	People Equality, Diversity and Inclusion Manager	Major	Complete review and rewrite

Sign off Process and Dates	
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UHBW Staff Networks	12/01/2023
Divisional Equality, Diversity & Inclusion Leads	12/01/2023
HR Policy Group	6/12/2022
Joint Union Committee (██████████ – chair)	15/12/2022
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Table of Contents

1.	Introduction	4
2.	Purpose	4
3.	Scope	4
4.	Process	4
4.1	Embedding Equality, Diversity and Inclusion (EDI)	4
4.2	Staff Networks	5
4.3	Human Resources, Trade Unions/Staff Side, Freedom to Speak Up Champions, Wellbeing and EDI Advocates	5
5.	Training Requirements	5
6.	Equality Impact Assessments	6
7.	Roles and Responsibilities	6
7.1	University Hospitals Bristol & Weston NHS Foundation Trust (UHBW):	6
7.2	Workforce Equality, Diversity and Inclusion Steering Group:	6
7.3	People EDI Manager	6
7.4	Managers	7
7.5	Colleagues	7
7.6	Trade Unions	8
7.7	Staff Network Leads	8
7.8	Human Resources (HR)	8
7.9	Freedom to Speak Up (FTSU) Champions, Wellbeing Advocates and EDI Advocates	8
7.10	Patients/Service Users/Carers/Visitors	8
8.	References	8
9.	Associated Internal Documentation	9
10.	Appendix A – Monitoring Table for this Policy	11
11.	Appendix B – Dissemination, Implementation and Training Plan	11
12.	Appendix C – Equality Impact Assessment (EIA) Screening Tool	12

1. Introduction

UHBW's workforce Diversity and Inclusion Strategy 2020-2025, sets out the ambition to be 'committed to inclusion in everything we do'. This means promoting equality and preventing discrimination, bullying and harassment with due regard to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

2. Purpose

Everybody has a right to be treated with dignity and respect. UHBW is committed to creating a culture, founded on the Trust values and leadership behaviours, in which equality, diversity and human rights are promoted actively. This will bring us closer to achieving our vision of working together to make UHBW a great place to work, as stated in the People Strategy 2022-2025. In doing so, the Trust recognises its legal duties under the Equality Act 2010 and Human Rights Act 1998 and Equality Standard.

3. Scope

This policy applies to all colleagues working within UHBW. It also applies to volunteer staff, contractors, locums, holders of honorary, research or fixed term contracts, agency staff, students and other learners and contractors who may not be directly employed by UHBW, but are carrying out work on behalf of UHBW.

The policy is applicable while at work or on work premises and also outside work, where the activity or situation can be associated with work, for example, team social events and staff transport.

This policy is intended as an interim policy covering Equality, Diversity & Inclusion (EDI) in the workforce (People) setting, while we move towards an integrated People and Patient EDI Strategy and policy from 2026.

All colleagues are expected to uphold the Trust Values of:

We are supportive. We're always there for each other.

We are respectful. We always look for the best in people.

We are innovative. We're full of bright ideas.

We are collaborative. We do things together.

This policy should be read and implemented with these Trust Values in mind, at all times.

4. Process

4.1 *Embedding Equality, Diversity and Inclusion (EDI)*

The Trust is committed to inclusion in everything we do. This commitment is demonstrated through the Workforce Diversity & Inclusion Strategy, 2020-2025 and associated annual action plans. The aim is to create a culture in which equality, diversity and inclusion is embedded into

business as usual, to ensure all staff can thrive at work and fulfil their full potential with dignity and respect.

The embedding of EDI is important to the Trust as it will help to:

- Ensure that the services we provide are accessible to all people, actively promote equality and are free from unlawful discrimination
- Develop services which best meets the needs of our diverse communities
- Eliminate from our services, policies and decision making, any adverse impact on the promotion of equality and inclusion for our patients and staff
- Enhance the corporate reputation of the organisation
- Make UHBW a great place to work, ensuring improved attraction / recruitment and retention and enhanced colleague experiences

Commitment is required from all colleagues in order for equality, diversity and inclusion to become a golden thread that runs through UHBW. This will ensure our goals, vision and values inform and are informed by our processes, systems and people. Some individuals and groups have specific duties with regards to facilitating this and these are described in more detail in section 7.

4.2 Staff Networks

The Trust is committed to developing and helping to maintain staff networks. Departments will be expected to support and aid the development of staff networks and release staff to attend network meetings where possible. The Trust currently has five staff networks:

- Able+
- LGBTQIA+
- Race Equality & Inclusion Staff Network
- Women's
- Men's

4.3 Human Resources, Trade Unions/Staff Side, Freedom to Speak Up Champions, Wellbeing and EDI Advocates

These groups and teams have an important part to play in providing support, advice and, if required, representation to individuals. Working in partnership with appropriate teams and individuals they help to ensure that UHBW's EDI policy is applied reasonably and fairly and is aligned to all associated HR policies, through our EDI commitment.

5. Training Requirements

The principles of this policy will be addressed in the Trust's EDI training programme. EDI training forms part of the Trust's mandatory training requirements and can be delivered in a range of formats that includes eLearning, e-assessments and face to face training. It is supported by the EDI Steering Group and EDI Advocates.

6. Equality Impact Assessments

Equality Impact Assessments assess the positive or negative impact on staff, patients and carers on a proposed strategy, policy, service development or change, consultation or procedure in relation to their protected characteristics. They should be used to determine the risk to this policy, in all the aforementioned circumstances. This Policy has been assessed accordingly and the assessment outcome is located in Appendix B.

7. Roles and Responsibilities

7.1 University Hospitals Bristol & Weston NHS Foundation Trust (UHBW):

UHBW has a statutory responsibility to give due regard to the Equality Act 2010 and the Human Rights Act 1998. NHS Constitution also specifies that NHS organisations look after the wellbeing of their patients and workforce. It is therefore essential a culture is established where unlawful discrimination is unacceptable and not tolerated.

In addition, UHBW Executive Board of Directors will:

- Ensure that the Trust's EDI annual strategic action plans, that underpin the Diversity and Inclusion Strategy 2020-2025 have objectives that meet the requirements of the Public Sector Equality Duty, as set out under the provisions of the Equality Act 2010
- Receive and consider Biannual EDI Reports in order to evaluate the effectiveness of the policy

7.2 People Equality, Diversity and Inclusion Steering Group:

Monitors progress against UHBW's EDI strategic objectives and regulatory requirements. The steering group is chaired by the Associate Director of Organisational Development and Wellbeing. Membership of the steering group is set out in its terms of reference.

The group will:

- Oversee, monitor and evaluate the formulation and implementation of the Trust's Diversity and Inclusion Strategy 2020-2025, at both Divisional and Corporate levels
- Ensure that communication about EDI is effective, appropriate and raises awareness about the Trust's obligations and progress, with particular regard to the protected characteristics: age, disability, race, sex, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, marriage or civil partnership, as covered by the Equality Act 2010
- Monitor Divisions and Corporate Services on their progress and delivery in achieving their strategic objectives and embedding EDI in their departmental plans
- Ensure that progress and good practice is shared internally and externally

7.3 People EDI Manager

It is the responsibility of the People EDI Manager to:

- Advise the Trust on requirements and performance against equality legislation

- Develop the annual action plan against UHBW Diversity and Inclusion Strategy 2020/25 and the People Strategy
- Build and maintain relationships with key stakeholders who have a role to play in ensuring the Trust meets equality objectives
- Provide expert advice to colleagues on the application of EDI in the workplace
- Support the Education Team to ensure that staff can access high quality and appropriate equality training and ensure that the principles of promoting EDI are embedded into all training materials
- Develop and support the capacity-building of the EDI Advocates Programme
- Support all staff networks in their development and reach across UHBW
- Manage and report on all mandatory EDI reporting standards

7.4 *Managers*

In line with our leadership behaviours, managers should adhere to this policy and bring it to the attention of colleagues in their work area, in order to establish and maintain an inclusive environment free of unlawful discrimination.

Managers have a responsibility to:

- Set a positive example by treating others with respect and set standards of acceptable behaviour, in line with the Trust Values
- Promote an inclusive working environment where unlawful discrimination is not tolerated and teams work effectively together
- Ensure any allegations of discriminatory behaviour or practices are correctly investigated, and appropriate action taken in accordance with the UHBW “Respecting Everyone” Policy
- Provide any colleagues who experience discriminatory behaviour or practices with appropriate personal and professional support
- Ensure colleagues are given equal opportunity to access learning and development opportunities

7.5 *Colleagues*

All colleagues have a personal responsibility for their own behaviour and for ensuring that they comply with the Equality Act 2010. The Trust expects all colleagues to:

- Understand the Trust Values and how these impact on everything we do
- Have a personal responsibility to adhere to the Policy. This means colleagues should not undertake any acts of discriminatory practice in the course of their employment
- Help promote an inclusive environment by treating everyone with dignity and respect
- Respect and respond to the diverse needs of colleagues, service users and others
- Appropriately challenge and/or report any behaviour they become aware of, that undermines equality, diversity and inclusion or UHBW Values.
- Undertaking relevant equality, diversity and inclusion training

7.6 Trade Unions

Trade Union representatives have an important role to play in providing advice, support and, if required, representation to individuals and working in partnership with managers and the Human Resources teams to ensure that the Trust's EDI policy is applied reasonably and fairly.

7.7 Staff Network Leads

Staff networks offer a place for staff to come together, share experiences and facilitate learning and development. Networks leads are colleagues who have volunteered and challenged themselves to demonstrate excellence in their approach to actively support and embed EDI within the Trust. They will drive the direction of the networks and assist in the shaping and delivery of organisational strategy and policy, working with the Trust to improve staff experience on specific issues relating to each network.

7.8 Human Resources (HR)

The Chief People Officer has delegated responsibility from the Board to ensure this Policy is implemented and monitored to ensure that the Trust takes effective action to tackle unlawful discrimination. HR Services will ensure any reports of discriminatory behaviour are thoroughly investigated and that this policy is upheld at all times.

7.9 Freedom to Speak Up (FTSU) Champions, Wellbeing Advocates and EDI Advocates

Champions and advocates are colleagues who have a special interest in FTSU, Wellbeing or EDI and who have volunteered to take on this additional supportive role in order to promote an inclusive, supportive culture at departmental level. Full detail of their roles and responsibilities can be found in their respective role descriptors.

7.10 Patients/Service Users/Carers/Visitors

Patients, Service Users Carers and Visitors will be expected to 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. Every effort will be made by the Trust to ensure all relevant information is available in a suitable format to achieve this aim.

8. References

NHS Employers is responsible for workforce and employment issues, working on behalf of NHS organisations in England. www.nhsemployers.org

ACAS is an organisation devoted to preventing and resolving employment disputes. www.acas.org.uk

Workforce Race Equality Standard <https://www.england.nhs.uk/about/equality/equality-hub/equality-standard/>

Workforce Disability Equality Standard <https://www.england.nhs.uk/about/equality/equality-hub/wdes/>

Equality Delivery System <https://www.england.nhs.uk/about/equality/equality-hub/eds/>

Agenda for Change Terms and Conditions Handbook

Equality Act 2010

Equality and Human Rights Commission Codes of Practice

European Convention on Human Rights

Human Rights Act 1988

NHS Constitution

NHS England

NHS Rainbow Badge Phase 2 [LGBT Foundation - NHS Rainbow Badge](#)

9. Associated Internal Documentation

All policies can be accessed on [DMS](#) or on the intranet for Weston-based staff or through HR Services or [REDACTED]

Staff Conduct Policy

Dignity at Work Policy (incorporating bullying & harassment at work)

Grievance Policy & Procedure

Freedom to Speak Up Policy

Raising Conduct Concerns/Disciplinary Policy & Procedure

Resolving Conduct Concerns Policy

Retirement Policy & Procedure

Appeals Policy & Procedure

Leave Policies (Maternity, Adoption, Paternity, Partner, Emergency)

Flexible Working & Parental Leave Policy & Procedure

Social Media (for Personal Use) Policy

Recruitment Policy

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Uniform Policy & Dress Code

Equality Impact Assessment (EIA) Guidance and Forms

UHBW's Diversity and Inclusion strategy 2020/25

10. Appendix A – Monitoring Table for this Policy

Objective	Evidence	Frequency	Responsible	Committee
To work towards a more inclusive and supportive working environment for all of our staff across all protected characteristics	Equality, diversity and inclusion biannual report	Biannual	People Equality, Diversity and Inclusion Manager	Equality, Diversity and Inclusion steering group
	Workforce Race Equality Standard report and action plan	Annual		People Committee
	Workforce Disability Equality Standard report and action plan	Annual	Divisional EDI Leads	UHBW Board
	National NHS Staff Survey Results	Annual	Steering Groups Members	
	Gender Pay Gap report and action plan	Annual	Head of Reward	

11. Appendix B – Dissemination, Implementation and Training Plan

The following table sets out the dissemination, implementation and training provisions associated with this Policy.

Plan Elements	Plan Details
The Dissemination Lead is:	People Equality, Diversity and Inclusion Manager
Is this document: A – replacing the same titled, expired policy, B – replacing an alternative policy, C – a new policy:	A
If answer above is B: Alternative documentation this policy will replace (if applicable):	[DITP - Existing documents to be replaced by]
This document is to be disseminated to:	All staff and will be available on HR Web
Method of dissemination:	HR Web
Is Training required:	Yes

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Plan Elements	Plan Details
The Training Lead is:	People EDI Manager

Additional Comments
Equality, Diversity and Inclusion training is introduced in corporate induction and essential training 3-yearly updates for all staff. eLearning packages are also available to all colleagues. Additional specific training can be requested from the EDI team: Diversity&Inclusion@uhbw.nhs.uk

12. Appendix C – Equality Impact Assessment (EIA) Screening Tool

A full Equality Impact assessment has been completed on this policy and it has been assessed to have a positive impact on all the Protected Characteristics as defined in the Equality Act 2010. The full EIA documentation can be found on HR Web here [\(add link\)](#)