University Hospitals Bristol
NHS Foundation Trust

Staff Conduct Policy

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Introduction

The Staff Conduct Policy provides an overview of the expected standards of behaviour and conduct for all employees of the Trust including with regard to:

- Trust Values
- Conduct and Personal Presentation
- Code of Conduct for NHS Managers
- Treatment of other Staff – Respecting Everyone
- Performance of Duties
- Confidentiality of Information
- Honesty
- Acceptance of Gifts
- Standards of Business Conduct
- Reporting of Complaints and Untoward Incidents
- Use and Care of Trust Resources
- Political Campaigning
- Communication with the Media
- Speaking Out (Whistleblowing)
- Social Networking Sites
- Employment Policies and Procedures
- Right to Work

The purpose of the Policy is to provide a summary for staff with reference to other Trust Policies and Codes of Conduct

Document Change Control				
Date of Version	**Version Number**	**Lead for Revisions**	**Type of Revision**	**Description of Revision**
June 2010	V1	Steve Aumayer, Director of Workforce and Organisational Development	Review	Review
July 2012	V2	Director of Workforce & Organisational Development	Review	Review
July 2014	V3	Director of Workforce & Organisational Development	Review	Review
September 2017	V4	Head of Employee Relations	Review	Review – new formatting and minor amendments

Table of Contents

1. Introduction

This policy provides a summary of the standards of behaviour and conduct, including Trust Values, expected of all Trust employees, both full and part time hours on permanent and fixed term contracts and Temporary Staffing Bureau (Bank) staff, Doctors on Locum Bank Contracts, those on Honorary Contracts, volunteers, temporary staff and trainees.

This policy is not intended to provide a definitive guide to all policies and procedures relating to conduct or behaviour and staff should ensure that they are familiar with policies on:

- Discipline
- Supporting Attendance
- Speaking Out (Whistleblowing)
- Counter Fraud
- Performance Improvement
- Uniform Policy & Dress Code
- Respecting Everyone (Equal Opportunities Policy)
- Health and Safety
- Tackling Harassment and Bullying at Work
- Professional Registration
- Research Governance (where appropriate)
- Confidentiality Protocol
- Standing Financial Instructions
- Information Governance
- Managing Violence and Aggression
- Substance Misuse
- Linking Pay Progression with Performance Management

All employment policies can be found on HR Web or are available from your line manager or supervisor.

Any breaches of the provisions of this policy will be addressed under the relevant Trust policies and procedures, including the Disciplinary Policy, as well as professional codes of conduct.

Appendix C is a non-exhaustive list of examples of offences which would be deemed as gross misconduct, potentially leading to summary dismissal without notice or payment in lieu of notice.

Employees must abide by the terms and conditions in their contract of employment, which include the requirement to disclose any additional work they undertake or are planning to undertake for another employer. The Trust will permit staff to undertake this additional work providing the Trust is satisfied that this does not conflict with the interests of the organisation, performance of their normal duties or with the requirements of the Working Time Regulations.

2. Trust Values

University Hospitals Bristol NHS Foundation Trust is committed to provide patient care, education and research of the highest quality. In delivering this ambition, we will be guided by the following values:

Respecting Everyone

- We treat everyone with respect and as an individual
- We put patients first and will deliver the best care possible
- We are always helpful and polite
- We have a can do attitude in everything we do

Embracing Change

- We will encourage all change that helps us make the best use of our resources
- We learn from our experiences and research new ideas
- We look to constantly improve everything we do

Recognising Success

- We say thank you and recognise everyone's contribution
- We take pride in delivering the best quality in everything we do
- We share and learn from each other
- We encourage new ideas that help us to be the best we can

Working Together

- We work together to achieve what is best for our patients
- We support each other across the whole Trust
- We listen to everyone
- We work in partnership

The Trust expects all staff to work in ways which reflect these values at all times. See Appendix A for further details.

3. Conduct and Personal Presentation

All UH Bristol staff must remember that they are ambassadors for the Trust at all times and must conduct themselves in an appropriate manner and not bring the Trust into disrepute.

Staff must present a professional and efficient image by maintaining high standards of dress, tidiness, personal hygiene and be mindful of the prevention and management of infection control and demonstrate very high standards of customer care at all times.

Staff are expected to deal politely, professionally, humanely, courteously and respectfully with patients, carers, members of the public and other staff at all times, respecting everyone, and their human rights.

They should demonstrate sincere interest, care and concern when dealing with enquiries, whether over the telephone or in person and take personal responsibility for dealing with any issues which may arise and should not blame other individuals or departments.

Verbal aggression, abuse or threatening language/behaviours towards anyone are not acceptable.

Staff should be mindful of all of the above, especially when identifiable as a UHBristol member of staff, both on or off UHBristol premises and when on social media sites.

4. Duties, Roles and Responsibilities

4.1 Managers

Code of Conduct for NHS Managers

All Trust managers, with responsibility for people management at any level, must comply fully with the NHS Code of Conduct for Managers, both in its spirit and its principles of good employment practice.

http://www.nhsemployers.org/~/media/Employers/Documents/Recruit/Code_of_conduct_for_NHS_managers_2002.pdf

The NHS Code of Conduct for Managers implements the "Nolan Principles on Conduct in Public Life", the "Corporate Governance Codes of Conduct and Accountability", the "Standards of Business Conduct" and the "Code of Openness in the NHS" (see section 6).

It is also a manager's responsibility to ensure all staff comply with all legal (statutory) requirements, and with mandatory requirements which the Trust may set locally.

All Trust managers must be aware of the Trust's Standing Financial Instructions. These can be found on the FinWeb section of Connect. [redacted]

4.2 All Staff

All staff are expected to conduct themselves in line with their responsibilities to the public, their patients and colleagues as detailed in the NHS Constitution (see Appendix D).

Identity badges must be worn and be clearly visible at all times whilst on duty by all staff, including students who are issued badges by their education organisation.

All staff must comply with health and safety legislation, and have a personal responsibility to ensure they complete and maintain all statutory and mandatory training relevant to their role.

4.3 Treatment of other Staff – Respecting Everyone

The Trust is committed to creating a culture where all individuals are treated with dignity and respect. Any actions which prevent this or are against the Trust's values are unacceptable and can be challenged.

The Trust does not tolerate any acts of discrimination, bullying or harassment and any such acts are treated very seriously and may lead to dismissal.

4.4 Performance of Duties

Staff are expected to comply with all procedures and reasonable instructions relating to the performance of their duties.
~~All~~ Staff who are required to be professionally registered to undertake their roles have a personal responsibility to ensure that registration is maintained and up to date at all times and that they adhere to their Professional Codes of Practice. Staff must also advise their managers of any additional employment they are undertaking.

Staff must always ensure that they are fit to attend work and should not present themselves for duty in an unfit state (e.g. through alcohol or drugs) and should remain in a fit state whilst on duty. If staff have concerns about another employee's fitness to work, they must report this concern, in confidence, to their immediate manager or to Employee Services, extension 25000, option 3.

There should be no absences from work other than for legitimate or acceptable reasons. All staff are expected to attend for work on time and to work their required hours.

All staff must comply with hygiene and hand washing requirements across all areas of the Trust.

Trust staff, volunteers and employees of other organisations (agencies and agency staff, contracted and/or visiting) are not permitted to smoke on Trust premises, including hospital grounds, inside and outside of Trust buildings, vehicles, car parks, doorways and entrances where boundaries are clearly marked by white boundary lines and signage.

Trust Smoking Shelters are for use by patients, visitors, staff and volunteers.

Under the Health and Safety at Work Act 1974 all staff have a responsibility to take care for the health, safety and welfare of themselves and others who may come into contact with them, or be affected by them or their work. They must not intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work and must follow health and safety procedures relevant to their work.

[redacted]

4.5 Confidentiality of Information

Patients and employees have rights to protection in relation to confidential information and its disclosure. All information concerning patients and employees must be treated as strictly confidential. This includes information in all formats i.e. paper or electronic including email, photographs/videos, audio etc.

All person identifiable information is confidential, and should only be accessed for reasons that are directly related to the management of the person concerned. Audit trails of access are kept in some systems and staff may be asked to justify their reasons for accessing a record.

Trust employees must know and understand the requirements of the Data Protection Act 1998, the Freedom of Information Act 2000, the Caldicott Principles and the NHS Code of Practice specifically relating to confidentiality, as they relate to their roles, and the very limited circumstances under which confidential information can be accessed and disclosed. Staff hospital records should only be accessed for the direct care of the staff member. Staff should not access their own hospital records via IT systems or where paper-based.

All staff must ensure that they are only accessing information in the execution of their duties (e.g. it is not acceptable to use Trust systems to look up staff or patients' birthdays or addresses for curiosity). Staff must understand their responsibility to protect any confidential information that they use in their role by ensuring they know and understand the Trust's Confidentiality Protocol and their legal duty.

4.6 Honesty

Staff must be honest and truthful in their dealings with the Trust and with patients, carers and members of the public with whom they come into contact during the course of their work. Dishonesty (for example, providing false details on an application for a post or submitting false claims for payment) is treated as a very serious offence and may be considered as fraud and treated accordingly.

Staff must advise the Trust of any offences and/or investigations which may affect their continued suitability for employment, including those which occur outside the working environment.

All staff have a responsibility to notify their manager and/or the Trust's Local Security Management Specialist or Security Adviser immediately if they suspect or believe that an incident of fraud, theft or corruption may have occurred.

4.7 Standards of Business Conduct

As well as complying with this policy, staff must comply with NHS Standards of Business Conduct which cover registration of interests, conflicts of interest, attendance at conferences, purchasing and research (see section 6).

Staff must declare any interests which are personally beneficial to them, either directly or indirectly, which may affect their employment with the Trust.

Staff may not accept gifts which may be, or could be construed to be, rewards or inducements for directing business towards a particular person or organisation. Small gifts of appreciation from patients to employees are not included in this category; however it is good practice to encourage declaration. If in doubt staff should seek advice from their line manager.

http://www.nhsbsa.nhs.uk/Documents/NHSBSACorporatePoliciesandProcedures/Standards_of_Business_Conduct_Procedure_and_Declaration__Sept_2011.pdf

All staff must also observe the seven principles for holders of public office set out in the 1995 Nolan Report on Standards for Public Life, as listed in Appendix B.

4.8 Reporting of Complaints and Untoward Incidents

Staff are expected to comply with procedures in the Trust for managing complaints and for reporting any untoward incidents affecting patients, members of the public or employees or their data, using the Trust's Speaking Out (Whistleblowing) Policy or Serious Incident Policy.

[redacted]

[redacted]

4.9 Use and Care of Trust Resources

Staff are required to ensure the safe, secure, efficient and economic use of the Trust's premises, property and equipment. This includes ensuring general cleanliness, tidiness and maintenance of infection control standards, good security, high standards relating to careful and appropriate handling and usage of property, and avoidance of waste (e.g. through over-stocking). No private or personal use of Trust property is allowed unless it is fully sanctioned by the supervising manager.

4.10 Political Campaigning

The Trust must maintain a neutral position and as such staff may not engage in political campaigning or lobbying on the Trust's premises at any time NHS facilities cannot be used to produce or distribute party leaflets, party political slogans cannot be worn or displayed and political meetings cannot be held on Trust premises.

4.11 Communication with the Media

The Trust has a detailed communications strategy and a proactive approach to the media. All communication with the media involving the Trust should be channelled through the press office, part of the Trust's Communications team. Staff who have ideas for positive news stories that highlight clinical work, research, teaching, or achievements of staff, and can assist in the Trust's desire to recognise success and value everyone, should contact the Trust Communications Team to discuss the best approach.

[redacted]

4.12 Social Networking Sites

Staff must be aware that should they choose to make use of social media in their social lives and in their professional lives, whilst they may not be acting on behalf of the Trust, they can damage the image of the Trust if they are recognised as being a Trust member of staff and could bring the Trust into disrepute. Please refer to the Social Media Policy for more information.

[redacted]

4.13 Right to work

All employees and workers must have the right to work legally in the UK. Individuals with limited leave to remain in the UK will be subject to regular checks by Employee Services. Please refer to the Right to Work Policy and Procedure for more information.

[redacted]

5. Monitoring and Assurance

Statutory and Mandatory (Essential) Training compliance is monitored by the Teaching & Learning Team and reported to Workforce and OD Group.

The maintaining of Professional Clinical Registration is monitored by the HRIS Team and Employee Services and reported to the Trust's Workforce Management Group.

Formal Grievance and Disciplinary matters are monitored by Employee Services and will be reported in a quarterly report to the Trust's Partnership Forum.

6. Associated Documentation

[redacted]

7. References

NHS Constitution
https://www.gov.uk/government/publications/the-nhs-constitution-for-england

Trust Constitution
[redacted]

Code of Conduct for NHS Managers
http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/documents/digitalasset/dh_4085904.pdf

Standards of Business Conduct
http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/documents/digitalasset/dh_4065045.pdf

Nolan Principles on Conduct in Public Life
http://www.archive.official-documents.co.uk/document/parlment/nolan/nolan.htm

Code of Openness in the NHS
http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/documents/digitalasset/dh_4029974.pdf

Information Governance Policies and Procedures governing Confidentiality and Information Handling can be found via the link below
[redacted]

Professional Codes of Conduct / Practice can be found on the appropriate websites:

Nursing & Midwifery Council:
http://www.nmc-uk.org/Publications/Standards/The-code/Introduction/

General Dental Council:
http://www.gdc-uk.org/Dentalprofessionals/ORE/Documents/Code%20of%20Conduct.pdf

Health Professions Council:
http://www.hpc-uk.org/publications/standards/

General Medical Council:
http://www.gmc-uk.org/publications/standards_guidance_for_doctors.asp

General Pharmaceutical Council:
http://pharmacyregulation.org/standards

7. Appendix A – Behaviours to support the Trust Values

Respecting Everyone
We treat everyone with respect and as an individual
We put patients first and will deliver the best care possible
We are always helpful and polite
We have a can do attitude in everything we do
This means that everyone's view counts and where tough decisions are necessary, we'll take them together, for the good of patients and our services.

Embracing Change
We will encourage all change that helps us make the best use of our resources
We learn from our experiences and research new ideas
We look to constantly improve everything we do
This means that we will change the things we need to, be bold and encourage efficiency and innovation in order to make our hospitals better.

Recognising Success
We say thank you and recognise everyone's contribution
We take pride in delivering the best quality in everything we do
We share and learn from each other
We encourage new ideas that help us be the best we can
This means that we will be ambitious, strive to be the best and be known as the best for the good of our patients and each other.

Working Together
We work together to achieve what is best for patients
We support each other across the whole trust
We listen to everyone
We work in partnership inside and outside our organisation
This means we will need to work differently and collaborate with others to ensure a healthy future for our hospitals

What it's like to work at UH Bristol – Behaviours

Expected Behaviours
Communicates openly, honestly and listens to others
Keep work area clean and pick up litter when you see it
Treat everyone in a friendly, courteous manner, smile and make eye contact
Ensure patient confidentiality at all times by keeping information safe and secure
Learn from mistakes and ask for support where necessary
Provide consistently high standards of care and service at all times
Ensure appearance is professional and ID badge is visible
Actively seek better ways of working to achieve improvements
Respect patients and visitors time, apologise and explain if we are keeping them waiting
Uphold UH Bristol's values and be proud to work here

Respond promptly to telephones, call bells and other requests for help
Follow the Trust procedures for Hand Hygiene
Has pride and strives to do their best
Take responsibility and assist anyone who appears lost
Seeks out ways to learn and develop
Respects the wishes and preferences of patients
Positive and enthusiastic
Adopts a flexible and willing approach

Behaviours we do not expect to see
Does not know or care about how they come across to others
Criticising colleagues/disagreeing with them in front of patients, visitors and other staff
Any act of discrimination
Sharing personal beliefs and opinions with patients
Continually moans to others without making any attempt to change things
Appears unapproachable, moody or bad tempered
Appears unapproachable, moody or bad tempered
Blames others and makes excuses
Being unsupportive of change/or new ideas for improvement
Wearing inappropriate dress/or having an unprofessional appearance
Rude or insensitive behaviour
Ill treatment or bullying of patients or colleagues
Dishonesty

8. Appendix B - Nolan Report on Standards for Public Life (1995)

All staff must also observe the seven principles for holders of public office set out in the 1995 Nolan Report on Standards for Public Life:

Selflessness: Take decisions solely in the public interest and do not to gain material benefits for one's self, family or friends.

Integrity: Do not place one's self under financial obligation to others which might influence the performance of one's duties.

Objectivity: Make choices solely on merit when awarding contracts, making appointments or recommending individuals for rewards.

Accountability: Be responsible for all one's decisions and actions and submit one's self to whatever scrutiny is appropriate to your role.

Openness: All decisions and actions should be as open as possible and reasons for them should normally be given.

Honesty: Declare all private interests which relate to one's public duties and resolve any conflicts in ways which protect the public interest.

Leadership: Promote and support these principles by leadership.

9. Appendix C - Examples of Gross Misconduct

The following acts and offences of a like nature or a similar gravity, are regarded as gross misconduct and may lead to summary dismissal (i.e. without notice or previous warning) although mitigating circumstances will be taken into account. The list is not exclusive or exhaustive:

- Theft. In cases of suspected theft the Security Adviser must be notified.
- Fraud. In cases of suspected fraud, the Trust's local counter fraud specialist and Director of Finance must be notified.
- Deliberate falsification of records.
- Assault, actual or threatened; serious fighting.
- Ill treatment of patients, staff or visitors, either verbally or physically.
- Negligence which causes or threatens unacceptable loss, damage or injury.
- Deliberate damage to the Trust's property or that of colleagues, patients or contractors or users of the Trust whilst on site.
- Being unfit for duty, other than for medical reasons, due to drugs or alcohol, which may include sleeping on duty.
- Unauthorised disclosure of confidential information.
- Mention of UHBristol, its component hospitals or reference to working for the NHS in Bristol on social networking sites which may bring the Trust into disrepute.
- Sexual offences or sexual misconduct at work. This includes sexual or inappropriate relationships with patients in care or receiving treatment.
- Staff must not use their position to influence patients or relatives.
- Staff must not use their position to influence patients or relatives about the choice of private care as either an alternative to, or follow up to, care received from the Trust.
- Professional misconduct - contravention of professional codes of conduct.
- Criminal offences and any other conduct outside employment (whether on or off duty) which affects the employee's suitability to perform his or her work, makes him or her unacceptable to other employees, or damages the Trust to the extent that the employee's presence at work cannot be permitted.
- Corruption - receipt of money, goods, favours, excessive hospitality, inappropriate involvement in the award of contracts of services etc.
- Computers - failing to comply with regulations relating to software and hardware.
- Omission or conduct liable to lead to serious loss of confidence from the Trust.
- Malicious intent to harass, bully or discriminate, including on the basis of a protected characteristic.
- Inappropriate use of the internet or e-mail, e.g. accessing internet sites containing obscene, pornographic or offensive material.
- Employment elsewhere during the hours of work staff are contracted with the Trust (other than with explicit permission from the appropriate manager).

- Employment elsewhere whilst absent due to ill health from their employment with the Trust (other than with explicit permission from the appropriate manager).

10. Appendix D - NHS Constitution – Your responsibilities

All staff have responsibilities to the public, their patients and colleagues:

- You have a duty to accept professional accountability and maintain the standards of professional practice as set by the appropriate regulatory body applicable to your profession or role.

- You have a duty to take reasonable care of health and safety at work for you, your team and others, and to co-operate with employers to ensure compliance with health and safety requirements.

- You have a duty to act in accordance with the express and implied terms of your contract of employment.

- You have a duty not to discriminate against patients or staff and to adhere to equal opportunities and equality and human rights legislation.

- You have a duty to protect the confidentiality of personal information that you hold.

- You have a duty to be honest and truthful in applying for a job and in carrying out that job.

- The Constitution also includes expectations that reflect how staff should play their part in ensuring the success of the NHS and delivering high-quality care.

You should aim:

- To maintain the highest standards of care and service, treating every individual with compassion, dignity and respect, taking responsibility not only for the care you personally provide, but also for your wider contribution to the aims of your team and the NHS as a whole;

- To take up training and development opportunities provided over and above those legally required of your post;

- To play your part in sustainably improving services by working in partnership with patients, the public and communities;

- To raise any genuine concern you may have about a risk, malpractice or wrongdoing at work (such as a risk to patient safety, fraud or breaches of patient confidentiality), which may affect patients, the public, other staff or the organisation itself, at the earliest reasonable opportunity;

- To involve patients, their families, carers or representatives fully in decisions about prevention, diagnosis, and their individual care and treatment;

- To be open with patients, their families, carers or representatives, including if anything goes wrong; welcoming and listening to feedback and addressing concerns promptly and in a spirit of co-operation.

- To contribute to a climate where the truth can be heard, the reporting of, and learning from, errors is encouraged and colleagues are supported where errors are made;

- To view the services you prove from the standpoint of a patient, and involve patients, their families and carers in the services you provide, working with them, their communities and other organisations, and making it clear who is responsible for their care.

- To take every appropriate opportunity to encourage and support patients and colleagues to improve their health and wellbeing;

- To contribute towards providing fair and equitable services for all and play your part, wherever possible, in helping to reduce inequalities in experience, access or outcomes between differing groups or sections of society requiring health care;

- To inform patients about the use of their confidential information and to record their objections, consent or dissent;

- To provide access to a patient's information to other relevant professionals, always doing so securely, and only where there is a legal and appropriate basis to do so.

11. Appendix E - Monitoring and Assurance

Formal Grievance and Disciplinary matters are monitored by Employee Services and will be reported in a quarterly report to the Trust's Partnership Forum.

Objective	Evidence	Method	Frequency	Responsible	Committee
To ensure that policy remains fit for purpose	Monitoring by Employee Services on Policy compliance	Policy review Formal Grievance and Disciplinary matters are monitored by Employee Services and will be reported in a quarterly report to the Trust's Partnership Forum.	24 months Quarterly	Employee Services Team Head of Employee Relations	Policy Group Trust Partnership Forum

12. Appendix F - 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:	[redacted], Interim Head of Employee Relations
This document replaces existing documentation:	Staff Conduct Policy
Existing documentation will be replaced by:	No other documentation to be replaced.
This document is to be disseminated to:	All Managers and Employees and will be available on HR Web.
Method of Dissemination:	HR Web / Newsbeat
Training is required:	Advice & support will be provided for managers by Employee Services on a 121 basis on a case by case basis as required.
The Training Lead is:	HR Consultants, Employee Services

Additional Comments
[DITP - Additional Comments]

13. Appendix G – Document Checklist

The checklist set out in the following table confirms the status of 'diligence actions' required of the 'Document Owner' to meet the standards required of University Hospitals Bristol NHS Foundation Trust Procedural Documents. The 'Approval Authority' will refer to this checklist, and the Equality Impact Assessment, when considering the draft Procedural Document for approval. All criteria must be met.

Checklist Subject	Checklist Requirement	Document Owner's Confirmation
Title	The title is clear and unambiguous:	Title is clear
	The document type is correct (i.e. Strategy, Policy, Protocol, Procedure, etc.):	Document type is correct
Content	The document uses the approved template:	Approved template used
	The document contains data protected by any legislation (e.g. 'Personal Data' as defined in the Data Protection Act 2000):	Protected Data.
	All terms used are explained in the 'Definitions' section:	Terms are explained.
	Acronyms are kept to the minimum possible:	Acronyms minimal.
	The 'target group' is clear and unambiguous:	Target group is clear.
	The 'purpose and scope' of the document is clear:	Purpose and Scope are clear.
Document Owner	The 'Document Owner' is identified:	Document Owner is identified.
Consultation	Consultation with stakeholders (including Staff-side) can be evidenced where appropriate:	Consultation is evidenced.
	The following were consulted: Staff Side, Employee Services Team, HR Business Partners.	Consulted
	Suitable 'expert advice' has been sought where necessary:	Suitable advice sought
Evidence Base	References are cited:	References are cited
Trust Objectives	The document relates to the following Strategic or Corporate Objectives:	Trust Objectives.
Equality	The appropriate 'Equality Impact Assessment' or 'Equality Impact Screen' has been conducted for this document:	Equality Impact Assessment completed
Monitoring	Monitoring provisions are defined:	Monitoring provisions are defined.
	There is an audit plan to assess compliance with the	There is an audit plan.

Checklist Subject	Checklist Requirement	Document Owner's Confirmation
	provisions set out in this procedural document:	
	The frequency of reviews, and the next review date are appropriate for this procedural document:	Review frequency and next date are shown
Approval	The correct 'Approval Authority' has been selected for this procedural document:	Approval Authority is appropriate.

Additional Comments
[DCL - Additional Comments]

14. Appendix D – Equality Impact Assessment

Query	Response	
What is the aim of the document?	To provide a summary of the standards of behaviour and conduct expected of all Trust employees. To ensure that all employees are aware of and understand the Trust's requirements and expectations of them in respect of their behaviour and conduct.	
Who is the target audience of the document (which staff groups)?	All staff	
Who is it likely to impact on **and how**?	**Staff**	X
	Patients	
	Visitors	
	Carers	
	Other	
Does the **document** affect one group more or less favourably than another based on the 'protected characteristics' in the Equality Act 2010**:**	**Age** (younger and older people)	No
	Disability (includes physical and sensory impairments, learning disabilities, mental health)	No
	Gender (men or women)	No
	Pregnancy and maternity	No
	Race (includes ethnicity as well as gypsy travelers)	No
	Religion and belief (includes non-belief)	No
	Sexual Orientation (lesbian, gay and bisexual people)	No
	Transgender people	No
	Groups at risk of stigma or social exclusion (e.g. offenders, homeless people)	No
	Human Rights (particularly rights to privacy, dignity, liberty and non degrading treatment)	No