



Equality Diversity and Inclusion Policy

Document Reference	POL036
Document Status	Approved
Version:	V11.0

DOCUMENT CHANGE HISTORY		
Initiated by	Date	Author (s)
Equality, Diversity and Inclusion Manager		Navrita Atwal
Version	Date	Comments (i.e. viewed, or reviewed, amended approved by person or committee)
V1.0		Approved
Draft V1.1	28 June 2012	Review by HR Policy Group
Draft V1.2	6 July 2012	Sent to SPF for approval
V1.3	August 2012	Sent to EMT for approval
V2.0		Approved
V3.0	2 August 2013	SPF Ext Jul 2013 +Jan 2014
V4.0	10 January 2014	SPF Ext Jan 2014 + Jan 2015
V4.1	6 th July 2015	6 th July 2015 Navrita Atwal

POL036 - Equality Diversity and Inclusion Policy

Version	Date	Comments (i.e. viewed, or reviewed, amended approved by person or committee)
V4.2	20 th November 2015	Review by HR Policy Group
V5.0	10 th December 2015	Approved at SPF
V5.1	14 th January 2016	NA minor updates to wording
V6.0	18 th January 2016	Changes agreed by Joint Chairs, noted at SPF 11 th February 2016
V7.0	18 th September 2018	Minor amendment to scope (4.0) agreed by Director of People & Culture
V7.0	18 th October 2018	Minor amendment to scope (4.0) agreed by ELB members
V8.0	3 rd April 2019	Review and Approval of V8 at SPF
V8.0	5 th April 2019	Approval at Management Assurance Group
V8.1	22 nd January 2020	Reviewed by HR Policy Sub-Group
V8.2	10 August 2020	Sent to ELT for approval
V9.0	21 August 2020	Approved by ELT
V9.1	4 March 2022	Policy sent to Brownejacobson for external review
V9.2	21 July 2022	Reviewed by The People Services team, EDI Team, HR Policy Subgroup including Ops managers
V9.3	4 August 2022	Sent to Unison Regional Branch
V9.4	18 August 2022	Sent to ELT
V10.0	23 August 2022	Approved at ELT
V11.0	26 September 2022	Further amendments following EHRC review

Document Reference	Directorate: People Services
Recommended at Date	HR Policy Group 29 July 2022
Approved at Date	ELT 23 August 2022

POL036 - Equality Diversity and Inclusion Policy

Review date of approved document	22 August 2025
Equality Analysis	9 August 2022
Linked procedural documents	Recruitment & Selection, Dignity at Work, Flexible Working Policy, Annual Leave, Learning & Development, Personal Development Review, Special Leave, Sickness Absence Management Policy Disciplinary Policy Freedom to Speak Up Policy
Dissemination requirements	All managers and staff, via staff bulletins and the intranet
Part of Trust's publication scheme	Yes
Accountable Executive	Director of People Services

The East of England Ambulance Service NHS Trust (The Trust) has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity. The Trust will not tolerate unlawful discrimination on the basis of, spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity for and fostering good relations between; people from different groups and people with protected characteristics.

This policy applies to all employees (whether permanent, fixed term or temporary) working at all levels and grades for the Trust, including senior managers, directors, and on secondment, honorary contracts and volunteers. All Trust policies can be provided in alternative formats if required.

Contents

Paragraph		Page
1.	Introduction	5
2.	Purpose	5
3.	Scope	5
4.	Policy Statement	6
5.	Human Rights Definitions	7
6.	The Equality Act 2010	13
7.	Standards	14
8.	Roles and Responsibilities	15
9.	Equality Impact Assessment	16
10.	Patient and Public Involvement (PPI) and Diversity	17
11.	Communications	17
12.	Positive Action	18
13.	Recruitment and Selection	18
14.	Training and promotion and conditions of service	20
15.	Termination of employment	21
16.	Disabilities	21
17.	Part-time and fixed-term work	21
18.	Breaches of this policy	21
19.	Monitoring	22
14.	Policy Review	22
Appendices		
Appendix A	Equality Impact Assessment	23

1. Introduction

This policy is to introduce staff to the Trust commitment to promoting Equality, Diversity and Human Rights to all staff and to ensuring equal and fair access to our services by patients, their families and carers. Our approach to Equality, Diversity and Inclusion applies to everyone who visits or works at EEAST. The Trust will comply with our legal obligations under the Equality Act 2010 and we believe wholeheartedly that Equality, Diversity and Inclusion must be integral to our culture and values in order to assist us in improving both our service users experience and that of our workforce. We will aim to make the Trust a place where all who work and access our services are free from all forms of discrimination and where the diversity of our staff, patients, visitors and service-users is recognised as a key driver of our success and is openly valued and celebrated.

2. Purpose

This policy sets out East of England Ambulance Service's approach to equality and diversity. The Trust is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work. The Trust aims to be an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees, and to pro-actively tackling and eliminating discrimination.

3. Scope

This policy applies to all Trust employees, workers, apprentices, consultants, contractors, volunteers, temporary workers and agency workers, together with any job applicants.

All employees can access this policy from the HR Policies and Procedures Folders and/or the Trust's Intranet. Should you

require this policy in any other format please seek guidance from the Human Resources Department, your line management or trade union representative.

4. Policy Statement

- 4.1 This document outlines the Equality Diversity and Inclusion Policy and procedure for The East of England Ambulance Service NHS Trust (the Trust).
- 4.2 This policy has been written in partnership by management and staff side.
- 4.3 This document outlines the Equality, Diversity and Inclusion Policy for the East of England Ambulance Service NHS Trust (the "Trust") and is consistent with the principles outlined in part 5 of Agenda for Change NHS terms and conditions of service handbook.
- 4.4 The Trust is pro-active in its work towards making diversity an integral part of the core business. It incorporates the principles of equality, diversity and human rights in employment, encouraging, valuing and actively promoting diversity, recognising the talent and potential across the population. Promoting equality of opportunity is in the best interests of the Trust, including recruitment and development of the best people for our jobs, and providing appropriate services meeting the diverse needs of our community. The Trust is committed to ensuring zero tolerance policy towards harassment, and discrimination, dealing effectively with incidents when they occur
- 4.5 The Trust is committed to promoting positive measures that eliminate all forms of unlawful or unfair discrimination. The Equality Act 2010 identifies nine protected characteristics; age; marriage and civil partnership; pregnancy and maternity, disability; race, sex, religion or belief', sexual orientation and gender reassignment. In addition to this, to protect human

rights we take into consideration equality and respect difference in relation to domestic circumstances, social and employment status, political affiliation or trade union membership, .

- 4.6 Attracting, employing, and developing individuals to meet the needs of its diverse communities is central to staff retention. It underpins the Trust's aspirations to provide a comprehensive service for all ensuring equal access, dignity and respect for the community in contact with the Trust either; as patients, those who care for others, other health and social care partners and volunteers and staff.
- 4.7 The Trust's aim is that our workforce will be truly representative of all sections of society and each employee feels respected, supported and able to give their best. This will enable the Trust to be more sensitive to the needs of the community which it serves.

5. Human Rights Definitions

- i. **Direct discrimination:** Direct discrimination occurs when someone is treated less favourably than another person because of their protected characteristic. For example, at a job interview, an applicant mentions she has a same sex partner. Although she is the most qualified candidate, the employer decides not to offer her the job. This decision treats her less favourably than the successful candidate, who is a heterosexual woman. If the less favourable treatment of the unsuccessful applicant is because of her sexual orientation, this would amount to direct discrimination. Direct discrimination also includes being treated less favourably because you associate with someone who has a protected characteristic or are perceived to have a protected characteristic.
- ii **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular protected characteristic more than others, and is not

justified.. For example, a factory owner announces that from next month staff cannot wear their hair in dreadlocks, even if the locks are tied back. This is an example of a policy that has not yet been implemented but which still amounts to a provision, criterion or practice. The decision to introduce the policy could be indirectly discriminatory because of religion or belief, as it puts the employer's Rastafarian workers at a particular disadvantage. The employer must show that the provision, criterion or practice can be objectively justified.

iii Harassment

There are three types of harassment which are unlawful under the Equality Act:

1. Harassment related to a relevant protected characteristic.
 2. Sexual harassment.
 3. Less favourable treatment of a student because they submit to or reject sexual harassment or harassment related to sex.
- **Harassment related to protected characteristics (includes harassment by association and perception):** unwanted conduct related to a protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. The following can be unwanted conduct: spoken words, banter, written words, posts or contact on social media, imagery, graffiti, physical gestures, facial expressions, mimicry, jokes or pranks, acts affecting a person's surroundings, aggression, physical behaviour towards a person or their property. For example, in front of her male colleagues, a female electrician is told by her supervisor that her work is below standard and that, as a woman, she will never be competent to carry it out. The supervisor goes on to suggest that she should instead stay at home to cook and clean for her husband. This could amount to harassment related to sex as such a statement would be self-evidently unwanted, and the

electrician would not have to object to it before it was deemed to be unlawful harassment.

- **Sexual Harassment:** unwanted conduct of a sexual nature, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. For example, male members of staff download pornographic images on to their computers in an office where a woman works. She may make a claim for harassment if she is aware that the images are being downloaded and the effect of this is to create a hostile and humiliating environment for her. In this situation, it is irrelevant that the male members of staff did not have the purpose of upsetting the woman, and that they merely considered the downloading of images as 'having a laugh',
- **Less favourable treatment of a student because they submit to or reject sexual harassment or harassment related to sex:** It is unlawful to treat a student less favourably because they either submit to, or reject, sexual harassment or harassment related to sex or gender reassignment. For example, following a tutorial, a tutor walks up to a female student who has stayed behind to speak to him, puts his hands on her waist and tells her she is 'very attractive'. The student pushes the tutor away and tells him he is behaving in an inappropriate manner. As a result, the tutor subsequently marks down her exam paper. This is less favourable treatment of the pupil because she has rejected sexual harassment. In the same example, although the pupil is offended by the tutor's behaviour, she freezes and doesn't push him away. Another tutor passes by and sees this. The second tutor, who is normally friendly to the pupil, subsequently tells her he has lost respect for her and does not let her contribute to

discussions during tutorials because she submitted to the first tutor's conduct. This is less favourable of the pupil because she submitted to sexual harassment.

- iv **Victimisation:** retaliation against someone) because they have made or supported a complaint or raised a grievance under the Equality Act 2010 or because they are suspected of doing so. For 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 is subsequently refused a promotion because of that action, they would have suffered victimisation.
- v **Disability discrimination:** As well as direct and indirect discrimination, victimisation and harassment this also includes discrimination arising from a disability and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.
- vi **Discrimination arising from disability**
 - an employer treats the disabled person unfavourably
 - this treatment is because of something arising in consequence of the disabled person's disability; and
 - the employer cannot show that this treatment is a proportionate means of achieving a legitimate aim,
 - because a disability has not been declared does not mean the individual is not entitled to support.

unless the employer does not know, and could not reasonably be expected to know, that the person has the disability.

For 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).

vii Reasonable Adjustments

The duty to make reasonable adjustments comprises three requirements. Reasonable adjustments should be considered as a preventative measure too and not just where an individual meets the legal definition of disability.

Employers are required to take reasonable steps to:

1. Avoid the substantial disadvantage where a provision, criterion or practice applied by or on behalf of the employer puts a disabled person at a substantial disadvantage compared to those who are not disabled.
2. Remove or alter a physical feature or provide a reasonable means of avoiding such a feature where it puts a disabled person at a substantial disadvantage compared to those who are not disabled.
3. Provide an auxiliary aid (which includes an auxiliary service) - where a disabled person would, but for the provision of that auxiliary aid, be put at a substantial disadvantage compared to those who are not disabled.

For example, an employer has a policy that designated car parking spaces are only offered to senior managers. A worker who is not a manager, but has a mobility impairment and needs to park very close to the office, is given a designated car parking space. This is likely to be a reasonable adjustment to the employer's car parking policy.

a. Other relevant definitions

- i. **Equality** is about creating a fairer society in which everyone has the opportunity to fulfil their potential.

- ii. **Diversity** is about recognising and valuing difference in its broadest sense.
- iii. **Inclusion** means involving and engaging with our stakeholders to help improve access to our services and eliminate discrimination, to better meet the needs of patients, and to fulfil our statutory obligations.
- iv. **Human Rights** are about our basic needs as human beings. These are the core rights we are all entitled to so that we may develop our potential and live our lives with dignity and respect.

b. Protected characteristics:

The Equality Act 2010 defines the 9 protected characteristics as follows:

- i. **Age:** a protected age group could comprise a group such as the over-fifties, or it could comprise people of a particular age, such as 21-year-olds.
- ii. **Disability:** For the purposes of the Equality Act 2010, a person has a disability if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities
- iii. **Gender reassignment:** a person 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.
- iv. **Sex:** reference to a man or to a woman
- v. **Sexual orientation:** A person's sexual orientation towards persons of the same sex; persons of the opposite sex; or persons of either sex.

- vi. **Marriage and Civil Partnership:** Marriage covers any formal union which is legally recognised in the UK as a marriage. Therefore, marriage between a man and a woman and between a same-sex couple are covered. A civil partnership under the Civil Partnership Act 2004 is between same sex partners and, since 2 December 2019, opposite sex partners in England and Wales
- vii. **Pregnancy and maternity:** it is unlawful for an employer to discriminate by treating a woman unfavourably because:
- of her pregnancy during the protected period (If she has the right to ordinary and additional maternity leave, at the end of the additional maternity leave period or (if earlier) when she returns to work after the pregnancy; or if she does not have that right, at the end of the period of two weeks beginning with the end of the pregnancy.
 - of an illness she has suffered as a result of her pregnancy during the protected period
 - she is on compulsory maternity leave
 - she is exercising or seeking to exercise, or has exercised or sought to exercise, the right to ordinary or additional maternity leave
- viii. **Race:** Includes colour, nationality and/or ethnic or national origins
- ix. **Religion or Belief:** "Religion" means any religion, and a reference to religion includes a reference to a lack of religion. "Belief" means any religious or philosophical belief and a reference to belief includes a reference to a lack of belief.

6. The Equality Act 2010

The Equality Act 2010 replaced previous discrimination laws with a single Act. It simplified the law, removing inconsistencies and making it easier for people to understand and comply with. It also strengthened the law in important ways, to help tackle discrimination and inequality.

7. Standards

7.1. The Public Sector Equality Duty (PSED)

The PSED is made up of a general overarching equality duty supported by specific duties intended to help performance of the general equality duty. In summary, the Trust y, must in the exercise of its functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act.
- Advance equality of opportunity between people who share a characteristic and those who don't.
- Foster good relations between people who share a characteristic and those who don't.

These are referred to as the three aims of the general duty. The Act helpfully explains that having due regard for advancing equality involves:

1. Removing or minimising disadvantages suffered by people due to their protected characteristics.
2. Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
3. Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

In addition to our legal requirements, the Trust also needs to comply with:

- The NHS Constitution which sets out what patients, public and staff can expect from the NHS
- The Care Quality Commission's (CQC) compliance around their fundamental standards including person-centred care, dignity and respect, safety and safeguarding. Equality, diversity, inclusion and human rights run throughout the CQC outcome requirements.
- NHS England's Equality Delivery System was formally launched in 2011 and refreshed EDS2. Its main purpose is to help NHS organisations review and improve their performance for people

with protected characteristics. The EDS2 is a continuous evolving system containing four goals :-

- Goal 1 - Better health outcomes
 - Goal 2 - Improved patient access and experience
 - Goal 3 - A representative and supported workforce
 - Goal 4 - Inclusive governance / Leadership
- These goals contain 18 outcomes, against which the Trust has to assess and initially grade itself, using a range of evidence. The process must be done in collaboration with local interest groups/stakeholders and the grades must be finally agreed. Equality Objectives must also be prepared. The Trust will comply with any future changes to this system
 - NHS England's NHS Workforce Race Equality Standard WRES aims to ensure employees from ethnic minority backgrounds are treated fairly at work and have access to career opportunities. Progress is demonstrated against a number of workforce race equality indicators.
 - The Workforce Disability Equality Standard (WDES) came into on the 1st April 2019. It is a set of ten specific measures (metrics) that will enable NHS organisations (including EEAST) to compare the experiences of Disabled and non-disabled staff. This information will then be used by the Trust to develop an action plan and to demonstrate progress against the indicators.
 - NHS England's Accessible Information Standard (AIS) Standard aims to ensure that disabled patients (including carers and parents, where applicable) receive accessible information and have appropriate support to help them communicate.

8. Roles and Responsibilities

- 8.1 The Board of Directors have overall responsibility for equality, diversity and inclusion, including its promotion within the Trust. The Chief Executive is responsible for overseeing the policy and

ensuring that lead roles are delegated within the Executive Management Team.

- 8.2 The Human Resources Department has day-to-day responsibility for this policy and you should refer any questions about this policy to them in the first instance.
- 8.3 All managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities.
- 8.4 All employees are personally responsible for the practical application of this policy and must support the Trust in creating and maintaining an environment that promotes equality, diversity and human rights based approaches.
- 8.5 Individuals must bring any concerns of matters contrary to this policy to the attention of a manager. All comments and complaints will be considered in context and where appropriate, will be dealt with through the relevant Trust policies and procedures.
- 8.6 The Trust structure for directing and developing Equality, Diversity & Human Rights is through the Equality, Diversity and Inclusion Steering Group which reports through the appropriate and agreed Governance route.

9. Equality Impact Assessments

- 9.1 All strategies, policies and procedures must be assessed for the impact they may have upon equality, diversity and human rights; specifically considering due regard for the nine protected characteristics.
- 9.2 The procedure for Equality Analysis is supported through guidance that is available on the Trust intranet.

- 9.3 Key managers and decision makers are to ensure that they have sufficient training and knowledge to comply with the legislative requirements that the equality analysis poses.
- 9.4 The outcomes of the equality analysis must accompany any document that is relevant and likely to have an impact upon people, both internally and externally. Evidence about the people must be presented to support the outcomes and decisions made.

10. Patient and Public Involvement (PPI) and Diversity

- 10.1 The Trust must actively engage with the local population and those groups that represent all those in the community. This is to ensure that everyone counts and specific attention must be paid to gain views from those groups that are seldom heard.
- 10.2 The feedback from the engagement must be used to inform and develop the Equality Delivery System (EDS).
- 10.3 The overall aim of the engagement is to achieve the objectives of the EDS.

11. Communications

- 11.1 The Trust will ensure that the use of media to communicate messages will be accessible, giving due regard to the diversity of the audience, including other languages, easy read and other formats.
- 11.2 The Trust is required to take reasonable steps to overcome barriers to communication that may impede people with different kinds of disability in the way in which it communicates with people and how they access the services.¹
- 11.3 The Trust will endeavour to portray positive and diverse images of their staff in all literature, publicity material and public documents, and actively seek to illustrate their successes

¹ Equality Act 2010 Code of Practice

with regard to proactive diversity and anti-discriminatory practices.

12. Positive Action

- 12.1 The Equality Act permits employers to take positive action measures to improve equality for people who share a protected characteristic.
- 12.2 Positive action is not the same as positive discrimination, which is unlawful.
- 12.3 There are actions that fall within the framework of the Equality Act's positive action provisions, such as reserving places on a training course for a group sharing a protected characteristic. These actions are only lawful if they meet the statutory conditions for positive action measures and do not exceed the limitations set out in the Equality Act 2010.
- 12.4 This is a complex area and HR advice should be sought before taking any act which may amount to Positive Action.
- 12.5 It is important to note that it is not unlawful for an employer to treat a disabled person more favourably compared to a non-disabled person

13. Recruitment and selection

- 13.1 Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person and with the involvement of the HR Department, where possible. Our recruitment procedures should be reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities.
- 13.2 Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying. They should include a short policy statement on equal

POL036 - Equality Diversity and Inclusion Policy

opportunities and a copy of this policy will be made available on request.

13.3 We have taken steps to ensure that our vacancies are advertised to a diverse labour market and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented in our organisation. Where appropriate, the HR Department may approve the use of lawful exemptions to recruit someone with a particular Protected Characteristic, for example, where the job can only be done by a woman. The advertisement should specify the exemption that applies.

13.4 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

13.5 Job applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with the approval of the HR Department. For example:

- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- Positive action to recruit disabled persons.
- Equal opportunities monitoring (which will not form part of the selection or decision-making process).
- Where necessary, job offers can be made conditional on Occupation Health advice.

13.6 We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the HR Department or UK Visas and Immigration.

13.7 To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary, and it will not adversely affect an individual's chances of recruitment, or any other decision related to their employment. The information is removed from applications before shortlisting and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity.

14. Training and promotion and conditions of service

14.1 Training needs will be identified through regular appraisals. You will be given appropriate access to training to enable you to progress within the organisation and all promotion decisions will be made on the basis of merit.

14.2 [Workforce composition and promotions will be regularly monitored to ensure equality of opportunity at all levels of the organisation. Where appropriate, steps will be taken to identify and remove unjustified barriers and to meet the special needs of disadvantaged or underrepresented groups.]

14.3 Our conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all of you who should have access to them and that there are no unlawful obstacles to accessing them.

15 Termination of employment

- 15.1 We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.
- 15.2 We will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

16 Disabilities

- 16.1 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.
- 16.2 If you experience difficulties at work because of your disability, you may wish to contact [your line manager **OR** the HR Department] to discuss any reasonable adjustments that would help overcome or minimise the difficulty. [Your line manager **OR** The HR Department] may wish to consult with you and your medical adviser about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.
- 16.3 We will monitor the physical features of our premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

17 Part-time and fixed-term work

Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

18 Breaches of this policy

- 18.1 We take a zero-tolerance approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary

POL036 - Equality Diversity and Inclusion Policy

Policy. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

18.2 If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or through our Dignity at Work Policy as appropriate. Complaints will be treated in confidence and investigated as appropriate.

18.3 There must be no victimisation, detrimental treatment or retaliation against staff who raise a complaint about discrimination.

19 Monitoring

19.1 The Human Resources department will monitor the composition of its workforce by collecting relevant statistics relating to, ethnicity, sex, age, disability, sexual orientation, religion or belief, marriage and civil partnerships, gender reassignment, pregnancy and maternity throughout the employment cycle.

20 Policy Review

This policy will be reviewed every three years or amended in the light of new employment/equality legislation.

APPENDIX A

Equality Impact Assessment

EIA Cover Sheet	
Name of process/policy	Equality, Diversity, and Inclusion Policy
Is the process new or existing? If existing, state policy reference number	Existing V9.1
Person responsible for process/policy	Equality Diversity and Inclusion Manager
Directorate and department/section	Directorate of Strategy, Culture and Education
Name of assessment lead or EIA assessment team members	EQIA Panel Members
Has consultation taken place? Was consultation internal or external? (please state below):	INTERNAL CONSULTATION This policy has been written in partnership by management and staff side, and in accordance with current employment legislation.

POL036 - Equality Diversity and Inclusion Policy

The assessment is being made on:	Guidelines	
	Written policy involving staff and patients	x
	Strategy	
	Changes in practice	
	Department changes	
	Project plan	
	Action plan	
	Other (please state)	

Equality Analysis

What is the aim of the policy/procedure/practice/event?

This policy sets out East of England Ambulance Service’s approach to equality and diversity and inclusion. The Trust is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work. The Trust aims to be an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees, and to pro-actively tackling and eliminating discrimination.

Who does the policy/procedure/practice/event impact on?

Race x Religion/belief x Marriage/Civil Partnership x

POL036 - Equality Diversity and Inclusion Policy

Sex	×	Disability	×	Sexual orientation	×
Age	×	Gender assignment	re-×	Pregnancy/maternity	×

Who is responsible for monitoring the policy/procedure/practice/event?

Human Resources

What information is currently available on the impact of this policy/procedure/practice/event?

Recruitment & Selection,
Dignity at Work,
Flexible Working Policy,
Annual Leave,
Learning & Development,
Personal Development Review,
Special Leave,
Sickness Absence Management Policy
Disciplinary Policy
Freedom to Speak Up Policy

Do you need more guidance before you can make an assessment about this policy/procedure/ practice/event? Yes/No

No

Do you have any examples that show that this policy/procedure/practice/event is having a positive impact on any of the following protected characteristics? Yes/No, If yes please provide evidence/examples:

Race	×	Religion/belief	×	Marriage/Civil Partnership	×
Sex	×	Disability	×	Sexual orientation	×

POL036 - Equality Diversity and Inclusion Policy

Age	×	Gender re-assignment	re- ×	Pregnancy/maternity	×
Please provide evidence:					
The policy is designed to have a positive impact on all the protected characteristics and has been produced in consultation with the Union and staff representative groups.					
Are there any concerns that this policy/procedure/practice/event could have a negative impact on any of the following characteristics? Yes/No, if so please provide evidence/examples:					
Race	<input type="checkbox"/>	Religion/belief	<input type="checkbox"/>	Marriage/Civil Partnership	<input type="checkbox"/>
Sex	<input type="checkbox"/>	Disability	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Age	<input type="checkbox"/>	Gender re-assignment	<input type="checkbox"/>	Pregnancy/maternity	<input type="checkbox"/>
Please provide evidence:					
At present no negative impact has been identified.					
Action Plan/Plans - SMART					
Specific					
Measurable					
Achievable					
Relevant					
Time Limited					