



# Diversity and Inclusion Policy Statement

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Approved: February 2021



<b>Document Reference</b>	PO – Diversity & Inclusion Policy Statement – February 2022
<b>Version</b>	V5.0
<b>Responsible Committee</b>	Trust Management Group
<b>Responsible Director (title)</b>	Director of Workforce and OD
<b>Document Author (title)</b>	Diversity and Inclusion Advisor
<b>Approved By</b>	Trust Management Group
<b>Date Approved</b>	February 2021
<b>Review Date</b>	February 2022
<b>Equality Impact Assessed (EIA)</b>	Not Applicable
<b>Protective Marking</b>	Not Protectively Marked

### Document Control Information

Version	Date	Author	Status (A/D)	Description of Change
3.1	Jan 19	Diversity and Inclusion Advisor	D	Diversity & Inclusion Policy Statement renamed from Equal Opportunities Policy and reviewed accordingly
4.0	Feb 19	Diversity and Inclusion Advisor	A	Policy approved at TMG Feb 19
4.1	Jan 21	Diversity and Inclusion Advisor	D	Minor amends to wording, mainly document references
4.2	Jan 21	Diversity and Inclusion Advisor	D	Agreed at PDG 14/1/2021
5.0	Feb 2021	Risk Team	A	Approved at TMG

A = Approved D = Draft

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Associated Documentation: Insert names of associated Policies or Procedures here

Equality in the workplace cannot be achieved through a Diversity and Inclusion Policy/Statement alone. This policy statement works in alignment with the following associated policies and documents:

- YAS People Strategy
- Disciplinary Policy
- Grievance Policy
- Dignity and Respect at Work (currently being developed)
- Code of Conduct
- Flexible Retirement
- Attendance at Work Policy
- Data Protection Policy
- Social Media Policy
- Employee Well Being and Support
- YAS Public Sector Equality Duties

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## **1. Introduction**

- 1.1 Yorkshire Ambulance Service NHS Trust is committed to ensuring our services and employment practices are accessible, inclusive and fair for the diverse communities we serve and the workforce we employ. This is reflected in the Trust's vision and values.
- 1.2 The Trust will aim to seek out and wherever possible, remove obstacles which prevent people from receiving the best possible care or becoming the best that they can be, whether they are a current or prospective employee.
- 1.3 The Trust adopts a zero tolerance approach to discrimination in any form and at any time on the grounds of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, sexual orientation, religion or belief all covered by the Equality Act 2010), including trade union membership. This includes political affiliation, unless it could cause reputational damage.
- 1.4 Whilst this policy statement meets the requirements of the Equality Act 2010 and section 5 of the NHS Terms and Conditions, to have a specific policy statement is the right thing to do.
- 1.5 The Trust's People Strategy, sets out the Trust's commitment to promote and advance equality of opportunity, and to promote diversity and inclusion throughout our organisation. Our approach to diversity and inclusion goes beyond legal compliance – it is central to the Trust's core business.
- 1.6 The Diversity and Inclusion Policy Statement is intended to complement the Trust's People Strategy and our commitment to compassionate and inclusive leadership.

## **2. Scope of the statement**

- 2.1 This policy statement applies to all employees, volunteers and contractors within the Trust.

## **3. Principles and our commitments**

Yorkshire Ambulance Service is committed to:

- 3.1 Promoting equality, diversity and inclusion in the workplace as they make good business sense and can be shown to improve patient experience and outcomes.
- 3.2 Ensuring equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- 3.3 Ensuring that our services and functions do not unlawfully discriminate against people on the grounds of any of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.
- 3.4 Creating a working environment free of bullying, harassment, victimisation and unlawful discrimination. Such acts will be dealt with as misconduct under the Trust's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

- 3.5 Promoting a culture of dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- 3.6 Monitoring all our policies and practices to ensure we are eliminating all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and disciplinary, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.
- 3.7 Facilitating a culture of advancing equality and foster good relations at every opportunity.
- 3.8 The Trust will report and publish as required against the Workforce Race Equality Standard, Workforce Disability Equality Standard and the Gender Pay Gap and at least on an annual basis.
- 3.9 Training managers and raising awareness amongst other employees about their rights and responsibilities under this policy statement.

#### **4. Responsibilities**

- 4.1 All staff have a duty to conduct themselves in a manner which is consistent with the Trust's Values and Behavioural Framework. This will assist the Trust to provide fairness and inclusion in employment, and prevent bullying, harassment and victimisation.
- 4.2 All staff should understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, patients, contractors and the public.
- 4.3 The Trust Board, Trust Executive Group and Trust Management Group have overall accountability for legal compliance.
- 4.4 All Trust managers and supervisors are responsible for implementing and adhering to the policy statement.
- 4.5 The Trust has a nominated Non-Executive Director who acts as a Diversity and Inclusion Champion at Board level.
- 4.6 The Trust's Diversity and Inclusion Steering Group has overall responsibility for monitoring against progress against the Trusts strategic equality objectives.

#### **5. Training and Development**

- 5.1 Yorkshire Ambulance Service NHS Trust will wherever possible aim to make opportunities for training, development and progression available to all staff. Personal development,, where available and relevant to the role, will be encouraged so that staff can develop to their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

#### **6. Disability**

- 6.1 Employees are encouraged to discuss with the Trust if they have a disability or a long term health condition that may impact their day to day work.

- 6.2 A discussion should take place in relation to any 'reasonable' adjustments to their employment or working conditions which they consider to be necessary or which they consider would assist them in the performance of their day to day duties.

## **7. Workforce Monitoring**

- 7.1 Yorkshire Ambulance Service will monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the People Strategy. This will include publishing and reporting a range of our workforce data in line with our legal and contractual obligations.
- 7.2 Monitoring will also include assessing how the Trust's People Strategy, and any supporting action plans e.g. Workforce Race Equality Standards, are working in practice, reviewing them annually, and taking action to address any issues and gaps.
- 7.3 Yorkshire Ambulance Service will review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

## **8. Implementation Plan**

- 8.1 The policy will be communicated widely across the Trust, including policy approval via the Trust's governance process.

## **9. Compliance and Governance**

- 9.1 The Diversity and Inclusion Policy Statement is fully supported by the Trust's Management Group, Trust's Executive Group and the Trust Board; and has been developed and agreed with the following trade unions: Unison, Unite, GMB and RCN.
- Details of the Trust's grievance and disciplinary policies and procedures can be found on Pulse (Intranet).
  - Details of the Trust's complaints procedure will be widely publicised on the Trust's website and on patient leaflets.
  - Diversity and Inclusion Unit will provide an annual report on the progress of the Trust's People Strategy.
  - Confirmation and findings of the review will be reported annually to the Diversity and Inclusion Steering Group and JSG for information.
  - Actions to address any identified deficiencies will be noted in the minutes of the Diversity and Inclusion Steering Group and will be reviewed at subsequent meetings.