

St Wulfstan Surgery

EQUALITY AND DIVERSITY POLICY

NAMED ACCOUNTABLE OFFICER: Lindsay Ward

POLICY STATEMENT

The practice is committed to both eliminating discrimination and encouraging diversity amongst our workforce and job applicants and in relation to our patients and service users.

The practice and its staff will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age and will comply with the following legislation:

Equality Act 2010
Employment Rights Act 1996 and 2008
Human Rights Act 1998;
General Medical Services Contracts Regulations 2004

Service Delivery

The term 'service user' refers to anyone (including patients and their family members, other visitors and contractors) making use of the practice's premises and services (whether at the surgery premises or not).

The practice:

- will ensure that all service users are treated with dignity and respect
- will promote equality of opportunity between men and women
- will not tolerate any discrimination or perceived discrimination against, or harassment of, any visitor for any reason of age, sex, gender, marital status, pregnancy, race, ethnicity, disability, sexual orientation, religion or belief
- will provide the same treatment and services (including the ability to register with the practice) to any visitor irrespective of age, sex, marital status, pregnancy, race, ethnicity, disability, sexual orientation, medical condition, religion or belief

The practice actively promotes and supports the ethos and the requirements of the Equality Act 2010.

Workforce

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the

basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential to meet practice and personal needs.

The practice will:

- create an environment in which individual differences and the contributions of staff are recognised and valued.
- ensure that every employee has a working environment that promotes dignity and respect
- ensure that no form of intimidation, bullying or harassment is tolerated
- provide training, development and progression opportunities to all staff
- promote equality in the workplace as good management practice
- review all employment practices and procedures to ensure fairness
- regard breaches of the equality policy misconduct which could lead to disciplinary proceedings
- review the policy annually.

The practice will consider monitoring of job applicants to ensure that equality policies are in place and working. This may include the collection of information relating to:

- gender
- race
- disability
- age

Where this is carried out the information will be requested on a separate page in the application papers which can be detached. Completion by candidates will be optional. The information sheet will be removed from the selection process and held separately and for monitoring only. The application papers will make this clear.

RESPONSIBILITIES

Aspect	Named Accountable Officer with overall responsibility	Delegated control
Equality / diversity lead, training and standards	Lindsay Ward	N/A
Recruitment and selection management and processes	Lindsay Ward	N/A

Checklist

ASPECT	REQUIREMENT	CHECKED AND PRESENT Y/N
New recruits	Monitoring (where carried out) is entirely separate, and confidential from, the selection process. Equality and diversity online training carried out	Y Y
Existing staff	Three yearly online equality and diversity training carried out by all staff (e-LFH/HEWM) Partners have had online training within last 3 years (e-LFH/HEWM)	Y Y
Diversity Monitoring Forms	Diversity Monitoring Forms are kept separate from Application Forms during recruitment process and form no part of selection process	Y

Monitoring Form at Appendix A

See also: Recruitment Policy 2017

Monitoring Form

Completion of this section is optional and confidential. This form will be detached from the application and will not form part of the recruitment process.

Job Title (applied for)		
Ethnicity	How would you describe yourself (mark all that may apply)	<p>A</p> <ul style="list-style-type: none"> ▪ White ▪ British ▪ Irish ▪ Scottish ▪ English ▪ Welsh <p>Any other White background, please write below</p> <p>B Mixed Heritage</p> <ul style="list-style-type: none"> ▪ White and Black Caribbean ▪ White and Black African ▪ White and Asian <p>Any other Mixed background, please write below</p> <p>C Asian or Asian British</p> <ul style="list-style-type: none"> ▪ Indian ▪ Pakistani ▪ Bangladeshi <p>Any other Asian background, please write below</p> <p>D Black or Black British</p> <ul style="list-style-type: none"> ▪ Caribbean ▪ African <p>Any other Black background, please write below</p> <p>E Chinese or other ethnic group</p> <ul style="list-style-type: none"> ▪ Chinese <p>Any other, please write below</p> <p>F prefer not to say</p>
Disability	Do you consider yourself to have a disability or a long-term health condition?	<ul style="list-style-type: none"> ▪ Yes ▪ No <p>OR: Prefer not to say</p>

	What is the effect or impact of your disability or health condition?	
Gender monitoring	Would you describe yourself as:	• Male • Female? OR: Prefer not to say
Age monitoring	What is your Date of Birth?	• • / • • / • • • • (dd/mm/year) OR: Prefer not to say