

EQUALITY AND DIVERSITY POLICY

Summary	This policy ensures that the Practice has procedures in place to ensure that we are encouraging diversity amongst our workforce in in relation to our patients and service users.
Updated by	Amanda Abdi Tehrani
Approved (Executive Partner's Signature)	<p style="text-align: center;">X</p> <hr style="width: 60%; margin: auto;"/> <p style="text-align: center;">Dr Sharon Mullan Executive Partner</p> <p style="text-align: center;">X</p> <hr style="width: 60%; margin: auto;"/> <p style="text-align: center;">Amanda Abdi Tehrani Practice Manager</p>
Date of Approval	14 November 2012
Applies to	All doctors and staff
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POLICY STATEMENT

The practice is committed to both eliminating discrimination and encouraging diversity amongst our workforce 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.

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 and 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	Overall responsibility	Delegated control
Equality / diversity training and standards	The Partners	The Practice Manager
Equality / diversity annual audit and review	The Partners	The Practice Manager
Recruitment and selection management and processes	The Partners	The Practice Manager

Checklist

ASPECT	REQUIREMENT	CHECKED AND PRESENT Y/N
New recruits	Monitoring (where carried out) is entirely separate, and confidential from, the selection process.	Yes
	Equality and diversity training carried out	Yes
Existing staff	Equality and diversity training carried out	Yes
Annual review and audit	Completed, and follow up actions identified and action planned	Yes

Sample Monitoring Form

(Edit as required)

Monitoring is strictly confidential but not anonymous. Pay numbers are a way to identify employees for monitoring purposes to ensure fairness and access to opportunity. For job applicants, you should enter the job applied for title.

Job Title (applied for)		
Candidate Number / pay number		
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> <p>_____</p>
Disability	<p>Do you consider yourself to have a disability or a long-term health condition?</p> <p>What is the effect or impact of your disability or health condition?</p>	<p>▪ Yes ▪ No</p> <p>OR: Prefer not to say</p>

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

We will do this by:

- Meeting all our responsibilities for equal opportunities in relevant legislations and codes of Practice
- Making equality a mainstream part of our work.
- Tackling all forms of bullying, harassment and intimidation
- Making equality the responsibility of every Partner, employee and volunteer in Vernova Healthcare CIC.
- Using the social model of Disability as the basis for our work to promote equality of opportunity for and to tackle discrimination against disabled people.
- Training our employees and volunteers to implement this policy
- Making copies of this policy freely available in a range of different formats.
- Monitoring the actions we take under this policy.
- Making our services and the buildings we deliver them from more accessible.
- Improving the diversity of our work force so that it truly reflects the town's population.

SELF ASSESSMENT EQUALITIES CHECKLIST

Introduction

This Equalities checklist is a self-assessment that will enable you to look at your HR policies and procedures and to check whether equality of opportunity is practiced and discrimination eliminated within your company. To ensure that you get an accurate assessment and highlight areas that need improving it is important that you are honest in your answers. The total score available is 200 and the scoring results are on page 8.

SECTION 1

RECRUITMENT & SELECTION

Advertising

When advertising a post do you?

1. Advertise in plenty of time prior to the interview and selection process (2)
2. Advertise using a wide range of sources (2)
3. Give details of the necessary skills and qualifications required (2)
4. Indicate salary range (2)
5. State that you are an equal opportunity employer (3)
6. State that flexible working arrangements are available (2)
7. Provide the opportunity for applicants to informally discuss the post (2)
8. State the location of the post (2)
9. State that you welcome applications from applicants with disabilities (2)
10. State that you welcome applications from minority groups (2)
11. Use wording which would not discriminate against specific age groups (2)

Yes	Sometimes	No

Job descriptions

Are your job descriptions?

- 12. Clear and comprehensive, do they include all major tasks and responsibilities (2)
- 13. Written to a standard format to enable valid comparisons to be made (2)
- 14. Checked and agreed by the relevant internal people (2)
- 15. Extensive enough to cover the skills and knowledge that applicants will require and not breaking any anti-discrimination laws (2)

Yes	Sometimes	No

Application forms

When designing your application form and procedures do you?

- 16. Ask for only essential personal details, name, address and telephone number (3)
- 17. Include an equal opportunities monitoring form which is detached from the application form (2)
- 18. Ask for personal details on the equal opportunities monitoring form. (2)
- 19. Advise the candidate of the purpose of the equal opportunities monitoring form (2)
- 20. Invite candidates to demonstrate how their experience and skills meets the job specification (2)
- 21. Assess the candidate's application based upon their experience, knowledge and competencies rather than their characteristics and background (2)
- 22. Ask whether or not a candidate has a disability so that special arrangements can be made for the interview (2)
- 23. Give a specific deadline for receipt of applications (2)
- 24. Provide contact details and an address for where the applications must be sent (2)
- 25. Give the candidate plenty of notice of interview dates and times (2)
- 26. Acknowledge receipt of applications in writing (1)

Yes	Sometimes	No

Short listing

Does your shortlisting process for candidates include the following?

- 27. A panel responsible for shortlisting applicants who have a good understanding of the application process and ways to ensure it is objective and unbiased. (2)
- 28. Structured system for scoring applications based on evidence presented in the application form (2)
- 29. Reviews at the end of the scoring process to ensure no one member of the panel is biased against an individual candidate (2)

Yes	Sometimes	No

Interviewing

Do you consider the following when interviewing applicants?

- 30. An initial telephone interview with applicants (1)
- 31. Making appropriate arrangements for applicants with disabilities (3)
- 32. The mix of people who sit on the interview panel, including a member of the HR team (2)
- 33. Ensure that you cover the same topics and issues with each of the applicants (2)
- 34. Ask questions related to the experience the candidate has gained, relevant to the requirements of the job (2)
- 35. Not including questions about birthplace, nationality, race, colour, gender religion or sex, marital status, age, childcare responsibilities (2)
- 36. Not asking questions of a woman that you would not ask of a man (2)

Yes	Sometimes	No

**SECTION 2
PROGRESSION AND PROMOTION**

Does your company encourage the progression of employees by:

1. Having a written policy stating the company's commitment to internal progression, training and development (2)
2. Assisting internal employees to progress within the company by offering secondments, acting up duties or opportunities to take on additional responsibilities to gain experience (2)
3. Having a transparent and clear progression system that is widely advertised to employees (2)
4. Giving constructive feedback to internal applicants (both successful and unsuccessful) (2)
5. Assisting unsuccessful internal applicants in identifying gaps in knowledge and skills and providing appropriate training, coaching or mentoring to address these gaps (2)
6. Having positive action schemes for underrepresented groups in senior positions (eg. women or ethnic minorities) (2)

Yes	Sometimes	No

**SECTION 3
PAY BANDING**

Does your company take into consideration the following legal requirements?

1. Pay employees in accordance with the salary specified in the employment contract (2)
2. Ensure that there is equal pay for men and women doing similar work or work of equal value thereby meeting the Equal Pay Act (2)
3. Not make deductions from salaries without prior written agreement (except where required or authorised by employees contracts or by law, e.g. National Insurance) (2)
4. Give clear guidance to all employees on their statutory entitlements for maternity, paternity and adoption pay, sick pay, and redundancy pay (2)
5. Give all employees clear and transparent guidance on the company's payrise and bonus scheme (2)
6. Meet the Minimum Wage Act 1998 (2)

Yes	Sometimes	No

**SECTION 4
WORKING PRACTICES AND PROCEDURES**

Training & development

Do your internal training procedures encourage employees to develop their skills by?

1. A robust induction session whereby new employees members are fully integrated into the company (2)
2. Raising awareness through the induction process of employee's responsibilities in eliminating discrimination in the workplace (2)
3. Having a consistent approach towards training for all employees throughout the company (2)
4. Identifying training needs through a structured appraisal process (2)
5. Making the application process for training accessible to all members of employees (2)
6. Ensuring that all line managers and those responsible for employees management are aware of their responsibilities to release employees for training and development opportunities (2)
7. Using resources in a targeted and effective manner (2)

Yes	Sometimes	No

Challenging perceptions

It is essential that any negative perceptions that may exist in the workplace be challenged. Does your company address prejudices in the workplace by:

8. Providing training or raise awareness amongst employees of the business benefits of a diverse workforce (2)
9. Guidance for employees responsible for recruiting on the effects which generalised assumptions and prejudices about race, gender and disability can have on selection decisions (2)
10. Incorporating equal opportunities and diversity practices into day to day activities to eliminate prejudice and bias (2)

Yes	Sometimes	No

Equal Opportunities Policy

Does your company's have policy that states your commitment to equal opportunities, in particular the following:

11. Does the policy state your company's values on equality opportunities and how they will be put into practice
12. Identify in the policy the areas of discrimination that your company will counter (eg. race, gender, disability)
13. Have a action plan with clear measurable objectives and targets to back up the equal opportunities policy
14. State how, why and when the monitoring of the workforce is undertaken
15. State how the policy will be reviewed and updated
16. State the aspiration to attain a workforce that is representative of the communities from which your company works and / or provides products or services etc

Yes	No	Score

Dignity at work

Does your company have any of the following procedures or support systems to address bullying and harassment in the workplace?

17. Advice for employees on the correct way to make an informal or formal complaint (2)
18. A clear written disciplinary process to deal with complaints of bullying or harassment which is communicated to all members of employees (2)
19. Trained mediators to resolve conflicts and disputes informally (2)

Yes	No	Score

Flexible working practices

Do you offer any of the following flexible working practices to your employees?

- 20. Flexi-time, allowing people to choose the hours they work, i.e. vary the start and finish times of their working day (2)
- 21. Reduced hours working, offering employees the option of working part time (2)
- 22. Time off in lieu of any overtime worked (2)
- 23. Staggered hours, varying start, finish and break times (2)
- 24. Compressed working hours, allowing employees to work their contracted hours over a shorter period of days (2)
- 25. Job share scheme (2)
- 26. Home working / (working from home) (2)

Yes	Sometimes	No

SCORING - QUESTIONS

Section 1

Advertising	Score
1. Yes - 2 Sometimes - 1 No - 0	
2. Yes - 3 Sometimes - 2 No - 0	
3. Yes - 3 Sometimes - 2 No - 0	
4. Yes - 2 Sometimes - 1 No - 0	
5. Yes - 3 Sometimes - 2 No - 0	
6. Yes - 3 Sometimes - 2 No - 0	
7. Yes - 2 Sometimes - 1 No - 0	
8. Yes - 2 Sometimes - 1 No - 0	
9. Yes - 3 Sometimes - 2 No - 0	
10. Yes - 3 Sometimes - 2 No - 0	
11. Yes - 2 Sometimes - 1 No - 0	

Job descriptions	Score
12. Yes - 3 Sometimes - 2 No - 0	
13. Yes - 3 Sometimes - 2 No - 0	
14. Yes - 3 Sometimes - 2 No - 0	
15. Yes - 2 Sometimes - 1 No - 0	

Application forms	Score
16. Yes - 3 Sometimes - 2 No - 0	
17. Yes - 4 Sometimes - 2 No - 1	
18. Yes - 2 Sometimes - 1 No - 0	
19. Yes - 3 Sometimes - 2 No - 0	
20. Yes - 4 Sometimes - 2 No - 1	

21. Yes - 4 Sometimes - 2 No - 1	
22. Yes - 2 Sometimes - 1 No - 0	
23. Yes - 1 Sometimes - 0.5 No - 0	
24. Yes - 1 Sometimes - 0.5 No - 0	
25. Yes - 1 Sometimes - 0.5 No - 0	
26. Yes - 1 Sometimes - 0.5 No - 0	

Short listing	Score
27. Yes - 2 Sometimes - 1 No - 0	
28. Yes - 2 Sometimes - 1 No - 0	
29. Yes - 2 Sometimes - 1 No - 0	

Interviewing	Score
30. Yes - 1 Sometimes - 0.5 No - 0	
31. Yes - 2 Sometimes - 1 No - 0	
32. Yes - 1 Sometimes - 0.5 No - 0	
33. Yes - 3 Sometimes - 2 No - 0	
34. Yes - 3 Sometimes - 2 No - 0	
35. Yes - 4 Sometimes - 2 No - 1	
36. Yes - 2 Sometimes - 1 No - 0	

Total Score Section 1	
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Section 2

Progression and promotion	Score
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1. Yes - 2 Sometimes - 1 No - 0	
2. Yes - 3 Sometimes - 2 No - 0	
3. Yes - 3 Sometimes - 2 No - 0	
4. Yes - 3 Sometimes - 2 No - 0	
5. Yes - 2 Sometimes - 1 No - 0	
6. Yes - 3 Sometimes - 2 No - 0	

Total Score Section 2	
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Section 3

Pay banding	Score
1. Yes - 5 Sometimes - 1 No - 0	
2. Yes - 4 Sometimes - 2 No - 1	
3. Yes - 2 Sometimes - 1 No - 0	
4. Yes - 2 Sometimes - 1 No - 0	
5. Yes - 2 Sometimes - 1 No - 0	
6. Yes - 5 Sometimes - 1 No - 0	

Total Score Section 3	
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Section 4

Training and development	Score
1. Yes - 1 Sometimes - 0.5 No - 0	

2. Yes - 2 Sometimes - 1 No - 0	
3. Yes - 2 Sometimes - 1 No - 0	
4. Yes - 4 Sometimes - 2 No - 1	
5. Yes - 1 Sometimes - 0.5 No - 0	
6. Yes - 1 Sometimes - 0.5 No - 0	
7. Yes - 1 Sometimes - 0.5 No - 0	

Challenging perceptions	Score
8. Yes - 2 Sometimes - 1 No - 0	
9. Yes - 2 Sometimes - 1 No - 0	
10. Yes - 2 Sometimes - 1 No - 0	

Equal Opportunities Policy	Score
11. Yes - 5 Sometimes - 2 No - 0	
12. Yes - 5 Sometimes - 2 No - 0	
13. Yes - 5 Sometimes - 2 No - 0	
14. Yes - 5 Sometimes - 2 No - 0	
15. Yes - 5 Sometimes - 2 No - 0	
16. Yes - 5 Sometimes - 2 No - 0	

Dignity at work	Score
17. Yes - 2 Sometimes - 1 No - 0	
18. Yes - 4 Sometimes - 2 No - 0	
19. Yes - 2 Sometimes - 1 No - 0	

Flexible working practices	Score
20. Yes - 2 Sometimes - 1 No - 0	

21. Yes - 2 Sometimes - 1 No - 0	
22. Yes - 2 Sometimes - 1 No - 0	
23. Yes - 2 Sometimes - 1 No - 0	
24. Yes - 2 Sometimes - 1 No - 0	
25. Yes - 2 Sometimes - 1 No - 0	
26. Yes - 2 Sometimes - 1 No - 0	

Total Score Section 4	
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OVERALL TOTAL SCORE	
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Results

Gold - 175 to 200

Well done your company is fully committed to diversity in the workplace and should continue the good work.

Silver - 175 to 150

Your company shows some commitment to diversity but may benefit from a diversity audit.

Bronze -150 to 100

Your company should look at its HR policies and procedures to actively encourage diversity within the workplace and would fully benefit from a full diversity audit.

At risk - 100 to 0

Your company may have employment policies and practices that are unnecessarily discriminating against both existing and potential employees.