

Document Title: Equality, Inclusion and Human Rights Policy	1 of 6	Approval Date: 12 January 2021
Reference Number: 083		Next Review Date: 12 January 2024
Version Number: 3		Date of Publication: 25 Jan 2021
Approved By: Strategy & Delivery Committee		

<b>Reference Number: UHB 083</b> <b>Version Number: 3</b>	<b>Date of Next Review: 12/01/2024</b> <b>Previous Trust/LHB Reference Number: T/290</b>
--	---

## EQUALITY, INCLUSION and HUMAN RIGHTS POLICY

### Policy Statement

To ensure the Health Board delivers its aims, objectives, responsibilities and legal requirements transparently and consistently, we will oppose all forms of unjustifiable discrimination and recognise that some groups and individuals in society experience unfair discrimination in employment and in their contact with public services. Discrimination can take the form of treating people less favourably because of their 'protected characteristics' (race, sex, disability, age, gender identity or trans identity, marriage or civil partnership status, pregnancy or maternity issues, sexual orientation or religion) but also because of an individual's language, responsibility for dependants, facial disfigurement, social class, socio-economic status or political beliefs. It can also arise from failing to take account of differences between people and groups which can result in barriers to accessing services and opportunities.

The Welsh Language (Wales) Measures Act 2011 which introduces Welsh Language Standards; the All Wales Standards for Accessible Communication and Information for People with Sensory Loss (Sensory Loss Standards); and the Human Rights Act (1998) also has an impact on the way we provide our services and are relevant to each characteristic. The new Welsh Language Standards place a duty on the organisational staff to provide certain internal services through the medium of Welsh, such as some training and staff tribunals and a certain level of Welsh language services for its patients and service users. Whilst the purpose of the Sensory Loss Standards is to ensure that the communication and information needs of people with a sensory loss are met when accessing or working in our healthcare services, we must also consider whether anyone's human rights may potentially be affected by our policies and practices, and if so, whether the impact is legal and justifiable.

We also acknowledge that many forms of inequality may be institutionalised and be expressed as patterns of organisational behaviour that appear acceptable. We will therefore take any necessary steps to identify and address institutional exclusion, harassment, marginalisation and exploitation of groups and individuals.

The Health Board wants to build a reputation for demonstrating outstanding practice in the field of employment relations and service delivery and will work to ensure that equality, inclusion, diversity and human rights principles are owned, valued and demonstrated by

Document Title: Equality, Inclusion and Human Rights Policy	2 of 6	Approval Date: 12 January 2021
Reference Number: 083		Next Review Date: 12 January 2024
Version Number: 3		Date of Publication: 25 Jan 2021
Approved By: Strategy & Delivery Committee		

everyone within the organisation - the Board, members of staff and those who provide services on behalf of the organisation.

### **Policy Commitment**

Cardiff and Vale University Health Board (the UHB) is committed to encouraging equality, inclusion and human rights among all our workforce, volunteers and contractors and eliminating unlawful discrimination, harassment and victimisation. The aim is for our organisation to be inclusive and representative of all sections of society and our patients, and for each employee to feel respected, be themselves and able to give their best. The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination, harassment and victimisation of patients or the public.

In order to achieve the aim of being an inclusive and representative organisation we will:

- Encourage equality and inclusion in the workplace as they are both good practice and make business sense.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- Train managers and all other employees about their rights and responsibilities under this policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities and inclusion in employment and prevent, bullying, harassment, victimisation and unlawful discrimination.
- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Ensure all staff understand 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, suppliers and the public.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Document Title: Equality, Inclusion and Human Rights Policy	3 of 6	Approval Date: 12 January 2021
Reference Number: 083		Next Review Date: 12 January 2024
Version Number: 3		Date of Publication: 25 Jan 2021
Approved By: Strategy & Delivery Committee		

- Deal with such acts as misconduct under the organisation's Dignity at Work, grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and may lead to dismissal without notice.
- Ensure employees understand that sexual harassment may amount to both an employment rights matter and a criminal matter as under the Protection from Harassment Act 1997.
- Base decisions concerning staff on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act 2010).
- Review employment practices and procedures, as appropriate, to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the workforce information regarding the protected characteristics of age, sex, disability, race, gender identity or trans identity, marriage or civil partnership status, pregnancy or maternity issues, sexual orientation or religion in encouraging inclusion and in meeting the aims and commitments set out in this policy.
- Monitoring through the Equality and Health Impact Assessment, as to how this and all our other policies, plans, procedures and service changes are working in practice, reviewing them at regular intervals as well as considering and taking action to address any issues.
- Ensure colleagues are actively engaged and involved in the development and delivery of our Strategic Equality Plan - Caring about Inclusion 2020-2024 objectives which will be monitored annually.
- Ensure that the Strategic Equality Plan objectives and any supported action plans are aligned to our Safeguarding our Future Wellbeing Strategy and everyday practice.

### Supporting Procedures and Written Control Documents

Document Title: Equality, Inclusion and Human Rights Policy	4 of 6	Approval Date: 12 January 2021
Reference Number: 083		Next Review Date: 12 January 2024
Version Number: 3		Date of Publication: 25 Jan 2021
Approved By: Strategy & Delivery Committee		

This Policy and the supporting Procedures describe the following with regard to equality, inclusion and human rights:

- Aim and intention of the policy
- The legislative context
- Protected characteristics and other social identity considerations
- Policy framework for failure to comply
- Equality and Health Impact Assessment requirement
- Links with Strategic Equality Plan - Caring about Inclusion 2020-2024
- Supporting Trans Staff Procedure

### Other supporting documents

Equality and inclusion are integral to the work of the UHB. All our policies are impacted by equality, inclusion and human rights but the key policies relevant to our work are:

- [Adaptable Workforce Policy and accompanying procedures](#)
- [Maternity, Adoption, Paternity and Shared Leave policy](#)
- [Management of Stress and Mental Health in the Workplace Procedure](#)
- [Learning Education and Development Policy](#)
- [Recruitment and Selection Policy](#)
- [Maternity Risk Assessment Procedure](#)
- [Combining Breast Feeding and Returning to Work Guidelines](#)
- [EHIA Toolkit](#)
- [Managing Attendance at Work Policy](#)
- [Flexible Working Procedure](#)
- [Dignity at Work Process](#)
- [Grievance Policy](#)
- Strategic Equality Plan - Caring about Inclusion 2020-2024
- [Supporting Trans Staff Procedure](#)
- [Equality & Human Rights Commission](#)

### Scope

This policy applies to all those who come into contact with the UHB whether as patients, staff, volunteers, student, visitors, contractors or others in all our locations.

### Equality and Health Impact Assessment

An Equality and Health Impact Assessment (EHIA) has been completed and this found there to be a positive impact. Key

Document Title: Equality, Inclusion and Human Rights Policy	5 of 6	Approval Date: 12 January 2021
Reference Number: 083		Next Review Date: 12 January 2024
Version Number: 3		Date of Publication: 25 Jan 2021
Approved By: Strategy & Delivery Committee		

	actions have been identified and these can be found in the Strategic Equality Plan- Caring about Inclusion 2020-2024.
<b>Policy Approved by</b>	Strategy and Delivery Committee
<b>Group with authority to approve procedures written to explain how this policy will be implemented</b>	Employment Policy Sub Group
<b>Accountable Executive or Clinical Board Director</b>	Executive Director of Workforce and OD

**Disclaimer**

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
T1	N/A	N/K	New policy
T1	Dec 2006	N/K	Policy Rolled over. Ref no. changed from 198 to 290 due to duplication. Employment Equality (Age) Regulations added.
T2	Sep 2007	Nov 2007	Re-titled and revised to version 2
UHB 1	Sep 2009	01/11/11	Updated to reflect new legislation
UHB 2	Sep 2014	Oct 2014	Updated as part of a review
3	January 2021	Jan 2021	This is a revised document that updates language and takes account of: i) changing the policy title to include Inclusion throughout ii) the new Socio-Economic Duty

Document Title: Equality, Inclusion and Human Rights Policy	6 of 6	Approval Date: 12 January 2021
Reference Number: 083		Next Review Date: 12 January 2024
Version Number: 3		Date of Publication: 25 Jan 2021
Approved By: Strategy & Delivery Committee		

			iii)the Welsh Language Standards iv) the new Strategic Equality Plan- Caring About Inclusion 2020-2024
--	--	--	---

