

Policy on Equality and Diversity

Approved by	Patsy Mills
Date	23 April 2021
Review	23 April 2024

1.0 Introduction

- 1.1 The Health Foundation is committed to embracing equality and diversity by promoting and sustaining an open, inclusive and supportive environment, which affirms the rights of individuals to be treated fairly and with respect. We are opposed to all forms of unlawful and unfair discrimination.
- 1.2 We know the Foundation's underlying success depends on recruiting and retaining its people and encouraging them to reach their full potential.
- 1.3 This policy reinforces our commitment to providing equality and fairness to all and to provide no less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation, in compliance with The Equality Act 2010.
- 1.4 We appreciate that these differences will contribute to different experiences of life, attitudes, values, and ways of thinking and communicating. The Foundation values the diverse nature of its people and seeks to manage any diversity issues which arise in a fair and sensitive manner.

2.0 Who is covered by this policy?

- 2.1 The Foundation expects all staff, workers and others we work with to adhere to this policy. This policy does not form part of the contract of employment and it may be amended at any time.

3.0 Responsibilities

3.1 The Directors Team, who have overall responsibility for this policy, will take a lead in ensuring the workplace is free of discrimination (including harassment, bullying and victimisation) and will review the effectiveness of actions taken in response to concerns raised under this policy.

3.2 Human Resources have day-to-day operational responsibility for this policy, and must ensure all managers and staff understand this policy and receive the appropriate support and advice.

3.3 Staff have responsibility for sustaining a culture and approach to our work which fundamentally supports the principles of equality and diversity. The Foundation encourages all employees to take responsibility for creating a work environment which eliminates all forms of discrimination, bullying, harassment and victimisation.

3.4 *Key Aims*

Our key aims in embedding the principles of equality and diversity are to:

3.5 Ensure all staff, workers and job applicants are given equal opportunity, are treated with dignity and respect and that the Foundation is representative of all sections of society.

3.6 Select candidates for employment, promotion, training, and or any other benefit, on the basis of their aptitude and ability. We do however recognise the need for all staff to possess the levels of skill and knowledge appropriate to the roles they perform

3.7 Encourage staff, workers, job applicants, governors and all external stakeholders and partners we work with, to treat each other with dignity and respect.

3.8 Ensure there is no direct or indirect discrimination against individuals as a result of protected characteristics or other similar grounds.

3.9 Communicate the Foundation does not tolerate any unfair or unlawful discrimination and if a breach of the policy is found it may be investigated and dealt with under the Disciplinary Policy.

3.10 Inform all staff this policy is in operation, and to ensure all staff of the Foundation are aware of their rights and their responsibilities in relation to equality and diversity.

3.11 Provide staff with equality and diversity training to raise awareness of, and to prevent, inequitable and discriminatory behaviours and practices.

- 3.12 Encourage anyone who feels they have been subject to inequitable or discriminatory treatment to raise their concerns so we can effectively deal with them using the complaints procedure listed in section 4.
- 3.13 Encourage staff, recipients of our awards, and those offering technical assistance associated with our programmes, to value and proactively support equality and diversity.
- 3.14 Develop policies and practices in employment and in making awards, which make our values and expectations clear, and deliver fairness and consistency of approach while at the same time valuing individuality.
- 3.15 Review all policies and practices to ensure fairness, inclusion and diversity are maintained at all times and to ensure compliance with current equality and discrimination legislation.
- 3.16 Ensure diversity underpins the Health Foundations behaviour framework as listed below:

The Behaviour Framework

Our behaviour framework sets out how we are encouraged to work together to deliver our mission to bring about better health and health care for people in the UK.

Key principles:

- It is designed to be relevant to and used by everybody at the Foundation.
- It is a tool for development – for improving ourselves, our teams and our organisation.
- It underpins the Foundation's people programme.
- It aims to encourage diversity and promote inclusivity.
- It is a framework to guide us not a set of rules.

Our priorities...

Working together

- I take time developing professional relationships based on trust and respect.
- I work collaboratively with others internally and externally and can adapt to different professional situations.
- I value the diverse expertise, insights and perspectives we have in our organisation and how this diversity improves the quality and integrity of our work.
- I listen and question, offering and seeking constructive and respectful challenge.

We aim to create a working environment that enables positive relationships to develop and grow.

We value a diverse workforce and will act to ensure approaches to recruitment, development and retention enable people from all backgrounds to work together.

Achieving impact

I prioritise, organise and deliver my work with the Foundation's aims in mind.

- I take initiative within my role and contribute more widely to the Foundation's work.
- I understand the need to work with risk sometimes and I can assess and manage risks appropriately.
- I enable decisions to be made by the right people, in the right place and at the right time.
- I help achieve our mission through the ongoing work I do and through helping to create a positive working environment.

We aim to help everyone understand our mission, strategy and the impact we want to see.

We want to help everyone understand their role in making it happen.

We strive to improve all aspects of our work, setting high standards and helping each other to achieve them.

Discovering and learning

I take an active interest in the work of my colleagues and the wider organisation.

- I ask for help when needed and can say when I don't know.
- I learn from the experiences, successes and mistakes within my work and the work of others.
- I test and experiment with new approaches to improve my skills and knowledge and professional practice.

We are committed to becoming a learning organisation, where people are supported to develop and share the knowledge, skills and expertise they need to flourish in the workplace.

We aim to create an environment that gives people opportunities to develop and learn, progress ideas and discover new ways of working.

4.0 Complaints procedure

4.1 Informal

If any member of staff feel they have a grievance under this policy they are encouraged in the first instance to make the issue known to the employee

responsible for the behaviour and request it should cease. Staff may also seek the direction and guidance of their line manager, or HR Business Partner in attempting to resolve matters informally. Please make any concerns known to your line manager, Director or HR Business Partner as soon as possible after the incident.

4.2 **Formal**

Where it does not prove possible to reconcile issues informally, staff members have the right to a formal hearing. This will be undertaken using the formal stages of the Foundation's grievance procedure.

Grievances linked to equality and diversity will be dealt with in the strictest confidence and will not prejudice the staff members current employment status or their future career prospects.

If a breach of this policy is found in the grievance then it may need to be managed, and fully investigated under the Foundation's Disciplinary Policy. Vexatious allegations may also be further investigated under the same Disciplinary Policy.

5.0 **Associated documents and resources**

- Bullying and Harassment Policy
- Grievance Policy
- Disciplinary Policy
- Recruitment & Selection Policy
- Flexible Working Policy
- Family Friendly Leave

ACAS

Whether you are a manager or staff member, you can call the national Acas helpline for free and impartial advice. ACAS provide clear and confidential guidance about any kind of query that you may have about workplace relationship issues, employment rights and rules and best practice.

Monday-Friday, 8am-8pm and Saturday, 9am-1pm: **08457 47 47 47**.

Reviewed by: Andrew Thatcher

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