

Policy/Procedure/Guideline**Equal Opportunities Policy****Version no:** 1.0**Issue Status:** Approved**Date of Ratification:** April 2016**Ratified by:** Clinical Governance & Risk Board**Policy Author:** Bradley Woods**Policy Owner:** CG&RB**Review Frequency:** 2 Years**Identifiable Document Code:** PTUK006**Last Review:** April 2020**Next Review:** April 2022

POLICY AWARENESS	
People who need to know this policy in detail	All staff
People who need to have a broad understanding of this policy	All Staff
People who need to know this policy exists	All Staff

CHANGE CONTROL DETAILS			
Date DD/MM/YY	Version	Description	Reason for changes
11/04/2016	1.0	New Policy	New Policy

Policy location:

Main Policy Folder in Control Room and Crew Room
On PTUK Server

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1.0 Introduction

Patient Transport UK (PTUK) embraces Diversity, Dignity and inclusion in line with Human Rights guidance. PTUK staff recognise, acknowledge and value difference across all people. We will treat every person with respect, courtesy and with consideration for their individual backgrounds.

2.0 Purpose

This policy sets out how the ethos of embracing diversity, dignity and inclusion is applied, to ensure that everyone involved with the company including staff, patients and visitors are treated fairly. It also sets guidelines to ensure that we convey equality of opportunity in service delivery, employment practice and in the development and review of procedural documents.

3.0 Duties

3.1 Duties of Directors of PTUK

- 3.1.1 The Directors of PTUK have overall responsibility and liability for ensuring that there is a consent policy within PTUK and that all PTUK staff are trained regarding the correct processes and procedures of gaining patients consent.

3.2 Duties of Operational and Clinical Staff

- 3.2.1 Operational and clinical staff should ensure they maintain their knowledge of equal opportunities linked to their training.
- 3.2.2 All patients should be treated with respect and understanding and included in decisions and practices surrounding their treatment, regardless of religious beliefs, ethnic origin, gender or sexual orientation. Staff need to be aware of the law surrounding equal opportunities and human rights.
- 3.2.3 Colleagues will be treated with equal respect and should never be excluded for reasons of religious beliefs, race, nationality, ethnic origin, gender or sexual orientation.

4.0 Consultation and Communication with Stakeholders

- 4.1 This policy will be distributed to all staff and managers involved in the recruitment process. All PTUK Staff or potential candidates are entitled to view this policy on request
- 4.2 Printed copies of this policy will be kept in the Human Resources department and in the main policy folders in the crew room and control room.

- 4.3 An electronic copy of the latest version and older versions of this policy are available in the policies folder on the server

5.0 Definitions

PTUK Refers to Patient Transport UK.

6.0 Commitment to Equal Opportunities

- 6.1 PTUK are committed to the principle of equal opportunities in employment. As a company we are opposed to any form of less favourable treatment or financial reward through direct or indirect discrimination, harassment, victimisation to employees or job applicants on the grounds of race, religious beliefs, political opinions, creed, colour, ethnic origin, nationality, marital/parental status, sex, sexual orientation or disability and to any form of less favourable treatment on the grounds of handicap or age.
- 6.2 PTUK recognises its obligations under the Sex Discrimination Act, The Equal Pay Act, Article 119 of the Treaty of Rome, The Race Relations Act, The Employment Equality Regulations (2003) and the Codes of Practice published by the Equal Opportunities Commission for Racial Equality and the European Commission:
- 6.2.1 for the elimination of discrimination on the grounds of sex, sexual orientation or marital status and for the promotion of equal opportunity in employment;
- 6.2.2 for the elimination of discrimination on the grounds of religion or beliefs;
- 6.2.3 for the elimination of racial discrimination and the promotion of equal opportunity in employment;
- 6.2.4 for the elimination of discrimination on grounds of age;
- 6.2.5 for the elimination of discrimination in pay between men and women who do the same work, or work of a similar nature or work of equal value.

7.0 Employment Practices

- 7.1 Staff have a personal responsibility to adhere to the principles of equal opportunity and maintaining racial harmony. PTUK will actively promote equal opportunities in our business to ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential skills and abilities. Employees will be recruited and selected, promoted and trained on the basis of objective criteria. Sexual, racial and other forms of harassment will not be tolerated. We will treat unfair discriminatory conduct by any member of staff as a disciplinary offence.

8.0 Grievance and Disciplinary Procedures

- 8.1 We will ensure that any employee who feels that he or she has been treated unfairly or subjected to direct or indirect unfair discrimination can raise the matter through

the appropriate grievance procedure when every effort will be made to secure a satisfactory resolution. Any employee making a complaint of unfair discrimination will be protected from any victimisation in any form.

9.0 Training

- 9.1 We will train, develop and promote on the basis of merit and ability and encourage employees and applicants from all races.

10.0 Rehabilitation of Offenders

- 10.1 We will not discriminate against anyone who has a spent conviction under the Rehabilitation of Offenders Act 1974. However certain convictions will be taken in to consideration due to the nature of work within industry setting.

11.0 Equal Pay

- 11.1 Men and women are entitled to be paid equally without any bias on the grounds of sex and that this right is set out in the Treaty of Rome and is enforceable under UK Law. All reasonable steps will be taken to ensure that male and female staff receive equal pay for the same work and for work rated as equivalent and for work of equal value.

12.0 Development and Review of Procedural Documents

- 12.1 All public bodies have a statutory obligation under the Race Relation (Amendment) Act 2000 to “set out arrangements to assess and consult on how their policies and functions impact on race equality”.
- 12.2 PTUK is required to undertake equality impact assessments on all policies/ guidelines and practices. This obligation has been expanded to include equality and human rights with regard to disability, age, gender and religion.
- 12.3 PTUK aims to design and implement services, policies and measures that meet the diverse needs of our services, population and workforce, to ensure that none are placed at a disadvantage over others. The Equality Impact Assessment Tool (**See 10.0 – Associated Documentation**) is designed to help the author to consider the needs and assess the impact of each procedural document. This tool will be applied to each policy presented for approval to the Clinical Governance and Risk Board, and a completed copy attached to the back of the document.

13.0 Harassment at work

- 13.1 Harassment is unsolicited and unwelcome workplace behaviour that adversely affects the dignity of the recipient. Where such behaviour is motivated by gender, sexual orientation, marital status, race, colour, national or ethnic origin, nationality, age or disability it also amounts to infringement of equal employment opportunity.

- 13.2 PTUK is committed to ensuring that no harassment or victimisation at work, whatever the motivation, is overlooked or condoned. Such behaviour can range from extreme forms such as violence or bullying to less obvious actions like practical jokes and ridiculing colleagues or subordinates.
- 13.3 Conduct becomes harassment if it persists after the recipient has made clear that it is regarded as offensive, although a single offensive act can amount to harassment if it is so serious as to be obviously offensive towards the recipient.
- 13.4 Any form of harassment is a potential disciplinary matter.

14.0 Sexual harassment at work

- 14.1 Sexual harassment is a particular form of harassment. It is conduct at work directed towards an employee by another employee or group of employees which is of a sexual nature, or which is based on a person's sex, and which is regarded as unwelcome or offensive to the recipient.
- 14.2 The following examples illustrate the sort of conduct that may be treated as sexual harassment:
- 14.2.1 unwanted physical contact, or conduct which is intimidating, or physically or verbally abusive. Harassment can also be non-verbal, for example, staring or gestures;
 - 14.2.2 suggestions that sexual favours may further a person's career or that refusal may hinder it;
 - 14.2.3 sexual advances, propositions, suggestions or pressure for sexual activity at or outside work;
 - 14.2.4 derogatory or demeaning remarks based on gender, or the display of sexually explicit material in the workplace.
- 14.3 Sexual harassment is a denial of equal employment opportunity and has the effect of insulting and demeaning the employee who is harassed.

15.0 Racial Discrimination

- 15.1 Racial harassment is a particular form of harassment. It is conduct at work directed towards an employee by another employee or group of employees which is of a racial nature, or which is based on a person's race, colour or origins, and which is regarded as unwelcome or offensive to the recipient.
- 15.2 The following are examples that illustrate the sort of conduct that may be treated as racial harassment:
- Jokes about race.
 - Offensive names used.
 - References to people by offensive racist descriptions.
 - Verbal or physical abuse because of a person's race or colour.

- Detrimental behaviour because of a person's race.
- Denial of opportunity because of race.

15.3 This policy applies to verbal and physical actions as well as any other form of communication including electronic communication such as text messages, emails, social media and faxes as well as written communications.

15.4 If you believe you are the subject of harassment you should make a formal complaint.

15.5 Depending on the seriousness of the allegation, the alleged harasser may be suspended on full pay while the matter is being investigated under our disciplinary procedures.

15.6 The aim throughout is to resolve the complaint of harassment sensitively, impartially, effectively and quickly.

15.7 There will be no victimisation of any employee for making or supporting or assisting a complaint of harassment – even if the complaint is not upheld – provided the action was taken in good faith.

16.0 Age Discrimination

16.1 Discrimination or harassment on grounds of age by employers is prohibited in the areas of recruitment, promotion and training. There can be direct and indirect age discrimination.

16.2 It is unlawful for an employer to discriminate against a person in the arrangements made for the purpose of determining to whom employment should be offered; in the terms on which that person is offered employment; and by refusing to offer, or deliberately not offering, employment.

16.3 Similarly, it is unlawful for an employer to discriminate against that person in the terms of employment; in the opportunities for promotion, a transfer, training, or receiving any other benefit; by refusing or deliberately not affording that person any such opportunity; or by dismissing or subjecting that person to any other detriment.

16.4 There are certain circumstances when some of the Regulations may not apply in relation to genuine occupational requirements of employment.

17.0 References

Equal Pay Act 1970

Rehabilitation of Offenders Act 1974

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Sex Discrimination Acts 1975, 1986

Race Relations Act 1976

Equal Pay (Amendment) Regulations 1983 (Statutory Instruments No: 1794)

Industrial Tribunal (Rules and Procedure) (Equal Pay Amendments) Regulations 1984
(Statutory Instruments No 1807)

Disability Discrimination Act 1995

Employment Protection (Part-time Employees) Regulations 1995

Occupational Pension Schemes (Equal Access to Membership) Regulations 1995

Employment Rights Act 1996

Gender Reassignment Act 1999

Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000

Race Relations (Amendment) Act 2000

Special Educational Needs and Disability Act 2001

Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

Employment Act 2002

Employment Equality (Age) Regulations 2006

Equality Act 2006

Employment Equality (Religion or Belief) Regulations 2003

Employment Equality (Sexual Orientation) Regulations 2003

16.0 Appendices

Appendix A - Equality Impact Assessment Tool

To be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

		Yes/No	Comments
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	• Race	No	
	• Ethnic origins (including gypsies and travellers)	No	
	• Nationality	No	
	• Gender	No	
	• Culture	No	
	• Religion or belief	No	
	• Sexual orientation including lesbian, gay and bisexual people	No	
	• Age	No	
	• Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	No	
4.	Is the impact of the policy/guidance likely to be negative?	No	
5.	If so can the impact be avoided?	N/A	
6.	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7.	Can we reduce the impact by taking different action?	N/A	

If you have identified a potential discriminatory impact of this procedural document, please refer it to Human Resources, together with any suggestions as to the action required to avoid/reduce this impact.

Appendix B - Checklist for the Review and Approval of Procedural Document

To be completed and attached to any document which guides practice when submitted to the appropriate committee for consideration and approval.

	Title of document being reviewed:	Yes/No/Unsure	Comments
1.	Title		
	Is the title clear and unambiguous?	Yes	
	Is it clear whether the document is a guideline, policy, protocol or standard?	Yes	
2.	Rationale		
	Are reasons for development of the document stated?	Yes	
3.	Development Process		
	Is the method described in brief?	Yes	
	Are people involved in the development identified?	Yes	
	Do you feel a reasonable attempt has been made to ensure relevant expertise has been used?	Yes	
	Is there evidence of consultation with stakeholders and users?	Yes	
4.	Content		
	Is the objective of the document clear?	Yes	
	Is the target population clear and unambiguous?	Yes	
	Are the intended outcomes described?	Yes	
	Are the statements clear and unambiguous?	Yes	
5.	Evidence Base		
	Is the type of evidence to support the document identified explicitly?	Yes	
	Are key references cited?	Yes	

	Title of document being reviewed:	Yes/No/ Unsure	Comments
	Are the references cited in full?	Yes	
	Are supporting documents referenced?	Yes	
6.	Approval		
	Does the document identify which committee/group will approve it?	Yes	
	If appropriate have the joint Human Resources/staff side committee (or equivalent) approved the document?	Yes	
7.	Dissemination and Implementation		
	Is there an outline/plan to identify how this will be done?	Yes	
	Does the plan include the necessary training/support to ensure compliance?	Yes	
8.	Document Control		
	Does the document identify where it will be held?	Yes	
	Have archiving arrangements for superseded documents been addressed?	Yes	
9.	Process to Monitor Compliance and Effectiveness		
	Are there measurable standards or KPIs to support the monitoring of compliance with and effectiveness of the document?	Yes	
	Is there a plan to review or audit compliance with the document?	Yes	
10.	Review Date		
	Is the review date identified?	Yes	
	Is the frequency of review identified? If so is it acceptable?	Yes	
11.	Overall Responsibility for the Document		
	Is it clear who will be responsible for co-ordinating the dissemination, implementation and review of the document?	Yes	

Individual Approval			
If you are happy to approve this document, please sign and date it and forward to the chair of the committee/group where it will receive final approval.			
Name	Bradley Woods	Date	11.04.2020
Signature			
Committee Approval			
If the committee is happy to approve this document, please sign and date it and forward copies to the person with responsibility for disseminating and implementing the document and the person who is responsible for maintaining the organisation's database of approved documents.			
Name		Date	11.04.2020
Signature			