



Making your retirement work for you.

1119 - Equality and Diversity Policy

1. Introduction

This policy aims to outline the NHS Retirement Fellowship's commitment to ensuring equality of opportunity and equal treatment for members, trustees and staff in terms of employment, election to office and access to services; and to provide guidance on anti-discriminatory practice. In this policy "members" includes associate members.

2. Scope

The policy applies to employees of the NHS Retirement Fellowship, members and trustees. The policy applies specifically to discrimination and equality of opportunity in respect of 'protected characteristics' as defined in the Equalities Act 2010:

- Age
- Disability
- Race
- Sex
- Religion or cultural beliefs
- Gender reassignment
- Marital status and civil partnership
- Sexual orientation
- Pregnancy and maternity

The policy applies across the range of employment policies and practice, including those relating to discipline, harassment and complaints.

3. Responsibilities

The NHS Retirement Fellowship values its staff, trustees and members, and expects them to be treated in a respectful manner. Accordingly, all have a responsibility to treat others with dignity and respect. The Central Office is responsible for providing advice and guidance on equality and diversity issues, and to ensure the policy document is kept up to date.

4. Aims

The NHS Retirement Fellowship's aims to:

- Promote equality of opportunity
- Celebrate and value diversity
- Eliminate unlawful direct and indirect discrimination

The Fellowship will provide equality of opportunity and equal treatment as an integral part of good practice. The organisation is committed to environments in which the contribution and needs of everyone are fully valued and recognised. We will support our staff, members, trustees and

contractors in not tolerating any inappropriate, violent or abusive behaviour from colleagues, other organisations or customers.

5. General purpose

The NHS Retirement Fellowship's practices will ensure that staff, members, trustees, and individuals from other organisations with whom we relate will not be discriminated against on any grounds including age, disability, race, sex, religion or cultural beliefs, gender reassignment, marital status and civil partnership, sexual orientation, pregnancy and maternity.

The Retirement Fellowship's commitment to anti-discriminatory practice relates to all kinds of discrimination, as set out below:

- Direct discrimination - where someone is treated less favourably than another because they have a protected characteristic
- Indirect discrimination – when a requirement or a condition is applied which has a detrimental effect on a particular group or individual. This applies even if there was not a deliberate intention to discriminate.
- Associative discrimination – direct discrimination against someone because they associate with another person who has a protected characteristic.
- Perceptive discrimination - direct discrimination against someone because others think they have a protected characteristic even if they do not possess that characteristic.
- Harassment – unwanted conduct related to a protected characteristic which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them. This applies even if the conduct is not directed at the individual or if they do not have the protected characteristic.
- Third party harassment – potential liability for the harassment of staff, trustees or members by others.
- Victimisation – when someone is treated badly because they have made or supported a complaint under the Equalities Act or it is thought that they have done so.

6. Employment Practices

The NHS Retirement Fellowship aims to promote equality and diversity as an employer and to ensure that no job applicant or employee receives less favourable treatment or is disadvantaged by conditions or requirements that cannot be shown to be justifiable in the context of the policy. Selection, recruitment, training and employment practices will be subject to regular review to ensure that they comply with the Diversity and Equalities Policy. All training opportunities will be published widely to all appropriate employees and not in such a way so as to exclude particular groups. The Fellowship regards discrimination, abuse, harassment, victimisation or bullying of staff, members or others in the course of work as disciplinary offences that could be regarded as gross misconduct.

7. The Fellowship as a "Service Provider"

In developing and providing its services (e.g. meetings and events, membership application, Benevolent Fund grant application and communications) the Fellowship will seek to ensure access to its members, trustees and staff. This will include, wherever practicable, making specific access arrangements for members with disabilities or learning disabilities, or any other protected characteristic which may apply, such as religion and belief. The charity will attempt to ensure that none of its policies discriminate directly or indirectly against any group or individual.

8. Use of the Policy

A member, trustee or employee who believes that they have been discriminated against, should put their complaint in writing to the Chief Executive of the charity or to the Chairman of the Trustees, as appropriate, and the matter will be addressed in accordance with the complaints policy.

9. Data Collection

The Fellowship complies with the requirement of the Data Protection Act. Any data, either qualitative and or quantitative, required in order to monitor the requirements or the impact of the Equalities Act 2010, will be collected where it is reasonable, proportionate and practical to do so. Any such requirements will be notified to Fellowship members, trustees and staff and will follow a common data format.

This policy will be reviewed on an ongoing basis and amended in line with new developments in equality and diversity best practice.

Date policy adopted:.....

Signed:
Chairman of the Board of Trustees