



Whittington Hospital NHS Trust

Equal Opportunities and Diversity in employment Policy

October 2008

Review October 2010

1. Statement of intent on equality and diversity

The Whittington Hospital NHS Trust is committed to building a workforce which is valued and whose diversity reflects the communities it serves, enabling it to provide the best possible healthcare services to those communities.

Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interests of the organisation to recruit from as wide and diverse a pool of talent as possible.

Everyone working at the Whittington should be able to achieve his or her full potential in a working environment build upon dignity and respect. Everyone who works in the Trust, or applies to work in the Trust, should be treated fairly and valued equally. All conditions of service and job requirements should fit with the needs of the service and those who work in it, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, beliefs, sexual orientation, domestic circumstances, social and employment status, HIV status, gender reassignment, political affiliation or trade union membership.

The policy aims for the elimination of unlawful discriminatory practices and the promotion of measures designed to combat the effects of past discrimination.

The Hospital takes responsibility for ensuring that discrimination in employment does not occur and that its obligation is met by an effective equal opportunities and diversity policy which is continually monitored.

The Chief Executive and the Director of Human Resources have overall responsibility for the adoption, implementation and monitoring of the policy, although, for day-to-day purposes, this responsibility rests with individual managers. Managers will be expected to promote equality of opportunity for all and assist with eliminating discrimination.

The Hospital recognises that it is liable, together with its employees, for any act of unlawful discrimination by its staff.

This policy should be read in conjunction with the National Terms and conditions of service Section 30 Equal Opportunities (December 2004) and the statutory framework supporting equality in the workplace, Reference should also be made to the hospital's published Single Equality Scheme (2008-11)

2. Recruitment

The Hospital will ensure, when recruiting staff, that the selection criteria laid down in the person specification enable employees to be recruited solely on the basis of their ability to do the job. Vacancies will be advertised widely to attract suitably qualified applicants. All shortlisting and appointment decisions will be recorded in accordance with the selection criteria and all stages of the recruitment process will be monitored to ensure that no discriminatory practices are taking place. All managers involved in any part of the recruitment process will be trained in non-discriminatory recruitment practices. The Trust will follow the procedures laid out in the National terms and conditions of service Section 31.

3. Promotion, training and career development.

The Hospital will seek to ensure equality in promotion, training and career development. All staff will be provided with the training necessary for the safe and effective performance of their jobs, including induction training. The Hospital will aim to encourage all employees to take advantage of opportunities to develop their full personal potential to contribute towards the objectives of the Hospital.

All promotion will be based on recruitment methods above. The only criteria against which people are judged will be lawful and justifiable.

4. Harassment

The Hospital acknowledges that harassment is a form of discrimination which may lead to a breach of statutes, as it constitutes an activity which can be detrimental to members of e.g. one particular sex or race.

The Hospital has a Dignity and Respect: Harassment, Bullying and Victimisation Policy together with a Grievance Procedure for the benefit of any aggrieved member of staff.

Any form of discrimination or harassment is unlawful and will be treated as a disciplinary offence. This will be dealt with under the hospital's disciplinary procedure

5. Individual Employees of the Hospital

It is important that all employees contribute to the success of this policy.

All employees should be aware of their responsibilities in relation to equality and diversity. It is expected that all employees of the hospital accept personal responsibility for adhering to the spirit of this policy. In particular, individuals must co-operate fully with measures introduced by the hospital to ensure equal opportunity and prevent discrimination. They also have a responsibility to inform management if they suspect any discrimination is taking place..

6. Other organisations

The Trust will encourage other organisations such as local authorities, education providers, contractors and recruitment agencies to work in partnership with the Trust, to ensure that everyone working either in, or alongside, does so in the spirit of this agreement.

7 Monitoring

The hospital's Equality and Diversity Steering Group will have an overview of equal opportunities issues and will advise the hospital on best equal opportunities practice and make specific recommendations on initiatives designed to promote equal opportunities throughout the Hospital.

The human resources department will monitor the composition of the workforce by collecting relevant statistics relating to ethnicity, sex, age, disability, sexual orientation and religion throughout the employment cycle

The hospital will investigate and take appropriate action where it is found that individuals and particular groups:

- Do not apply for employment or promotion, or fewer than expected apply
- Are not recruited or promoted at all or are appointed in a significantly lower proportion than their rate of application
- Are underrepresented in certain jobs/grades/departments and there appears to be a point beyond which they do not rise
- Are reporting similar concerns about an aspect of their employment

The Director of Human Resources and the Chair of the Staff Representatives will review this policy every two years.