**Clinic Name**

## equality, diversity and inclusion

DATE

Equality, Diversity and Inclusion

This document states the clinic’s policy on Equality, Diversity and Inclusion (EDI). Sometimes this is referred to as Equity, Diversity and Inclusion, sometimes “Belonging” is tacked on at the end. Whatever expression is used, the concept is something that we believe in strongly.

The aim of this policy is:

* to ensure that all job applicants, contract workers and employees will receive equal treatment regardless of sex, sexual orientation, marital status, pregnancy or maternity, age, religion or belief, creed, race, colour, nationality, ethnic or national origins or disability (‘the protected characteristics’);
* to ensure that opportunities for employment, training, promotion and transfer are equally open to all employees;
* to ensure that discrimination of a job applicant, contract worker or employee based on their association with someone with a protected characteristic or based on perception will not be tolerated; and

to prevent harassment or bullying in the workplace. Harassment is particular behaviour by one person, which another person finds unacceptable or unwelcome and is viewed as a serious issue. This policy includes sexual and racial harassment, harassment on the grounds of disability or another protected characteristic.

All staff at the Clinic must adhere to this policy and, of course, to the law.

Signature: Date:

Name (Clinic Principal)

# Introduction

Our staff are our most important asset, regardless of their age, sex, sexual orientation, race, pregnancy & maternity, gender, religion or disability. We want to maximise the potential of all staff, and our decisions about staff will be based only on their suitability for the job that needs to be done and their performance within it.

We value the hard work and professionalism of all staff and require a code of behaviour which promotes high standards of performance. Our values reflect professionalism and any personal issues between individuals should be resolved with honesty. Similarly, any unwanted attentions from one person to another are inappropriate.

We are committed to a policy of equal opportunities in our employment practices, and we support the right of all staff to work in an environment that is free from discrimination on any grounds not related to performance in the job.

Any kind of direct or indirect discrimination, harassment or victimisation is not acceptable - on the grounds of race, colour, creed, religion, nationality, ethnic origin, gender, sexual orientation, marital/parental status, disability, age or any other protected characteristic - either as staff or as colleagues.

# Forms of Discrimination

The following are examples of discrimination:

* Direct discrimination: where a person is less favourably treated because of a protected characteristic.
* Indirect discrimination: where a provision, criterion or practice which applies or would apply to everyone puts people with a particular characteristic at a particular disadvantage.
* Discrimination by association: this is direct discrimination against someone because they associate with another person who possesses a protected characteristic.
* Perception discrimination: this is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

Victimisation

In this context, this is where a person is subject to a detriment because they have, in good faith, taken action in relation to the EDI legislation, for example brought proceedings or given evidence or information in a case under the legislation or alleged (expressly or otherwise) that anyone has committed an act which could constitute a breach of the legislation.

Harassment and Bullying

Harassment is action specifically targeted at someone because of their gender, age, religion or belief, disability, sexual orientation or ethnic origin. Examples of harassment include but are not limited to:

* Physical contact
* Verbal or non-verbal conduct
* Victimisation
* Name calling
* Abusive language
* Mockery
* Inappropriate office banter, or jokes
* Intimidation of a general nature

Bullying is described as any unsolicited or unwelcome act, and includes:

* Persistent criticism
* Personal abuse or ridicule, either in public or private,
* Any action which humiliates, intimidates, or demeans the individual(s) involved, or which might erode their self-confidence.

We will not tolerate any form of harassment or bullying by our staff, whether that is in the Clinic or elsewhere.

# Responsibilities

Employee Responsibilities

Every employee has a personal responsibility not to behave in a manner that could be offensive to others to ensure the practical application of this policy and to help promote a working environment consistent with a policy of equal opportunity for all employees. You have a responsibility to ensure that you do not discriminate against or harass fellow employees, customers or suppliers during the course of your employment.

You are required to report any discriminatory action or act of harassment of which you are aware to the Principal or Practice Manager.

Management Responsibilites

Managers and supervisors have a responsibility for investigating any complaints of discrimination against a member of their staff and for communicating this policy to employees.

Any employee who believes that the clinic has not treated him or her fairly or who is the subject of harassment, should firstly attempt to resolve the matter informally, if appropriate, by raising the matter with the alleged discriminator or harasser and involving the Principal or Practice Manager if necessary.

If it is inappropriate to try to resolve the matter informally or such attempts have failed, then you should raise the matter formally with the Principal or Practice Manager. If the Principal or Practice Manager is the person involved, then you should raise the matter with the person in the clinic who deals with personnel issues through the clinic Grievance Procedure.

Every member of staff, and in particular managers and supervisors who have others reporting to them, have a responsibility for ensuring that we live up to our commitment of equal opportunities.