



Diversity and Inclusion Policy Statement

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Document Control Information

Version	Date	Author	Status (A/D)	Description of Change
3.1	Jan 19	Diversity and Inclusion Advisor	D	Diversity & Inclusion Policy Statement renamed from Equal Opportunities Policy and reviewed accordingly
4.0	Feb 19	Diversity and Inclusion Advisor	A	Policy approved at TMG Feb 19
4.1	Jan 21	Diversity and Inclusion Advisor	D	Minor amends to wording, mainly document references
4.2	Jan 21	Diversity and Inclusion Advisor	D	Agreed at PDG 14/1/2021
5.0	Feb 2021	Risk Team	A	Approved at TMG
5.1	March 22	Risk Team	A	TMG approved extension until October 2022
5.2	March 22	Diversity and Inclusion Advisor	D	Agreed at PDG Changes that were made and agreed Page 1 Dignity and Respect at Work (currently being developed) changed to Dignity at Work Policy Flexible Retirement changed to Flexible Working Policy Added Reasonable Adjustment Guidance and Health Passport with link to guidance and passport Page 3 Added a Values Statement 1.3 included fully inclusive of all LGBTQ+ communities including those with non-binary identities 3.3 included fully inclusive of all LGBTQ+ communities including those with non-binary identities 3.8 included on an annual basis in accordance with our statutory responsibilities Section 6 Disability now Section 4

				<p>4.3 added disability Section 4 Responsibilities now Section 5 5.6 changed to the Trust's statutory and internal equality objectives. Section 5 Training and Development now Section 6 Section 6 Workforce Monitoring now Section 7 Section 7 Implementation Plan now Section 8 Section 8 Compliance and Governance now Section 9 Section 9 Bullet point 3 changed to Diversity and Inclusion Unit will provide an annual report on our Workforce Equality Profile. Bullet point 4 deleted – Confirmation and findings of the review will be reported annually to the Diversity and Inclusion Steering Group and JSG for information Bullet point 5 – changed to Where it is highlighted that there are actions required to address detrimental impact on protected groups, whether this be through discussion or action plans, these will be noted in the minutes of the Diversity and Inclusion Steering Group and will be reviewed at subsequent meetings</p>
5.3	March 22	Diversity and Inclusion Advisor	D	Agreed at JSG
6.0	May 2022	Risk Team	A	Approved at TMG
A = Approved D = Draft				
Document Author = Joanne Lancaster, Diversity and Inclusion Advisor				
Associated Documentation: Insert names of associated Policies or Procedures here				
<p>Equality in the workplace cannot be achieved through a Diversity and Inclusion Policy/Statement alone. This policy statement works in alignment with the following associated policies and documents:</p> <ul style="list-style-type: none"> ▪ YAS People Strategy ▪ Disciplinary Policy ▪ Grievance Policy ▪ Dignity at Work Policy ▪ Code of Conduct ▪ Flexible Working Policy ▪ Attendance at Work Policy ▪ Data Protection Policy ▪ Social Media Policy ▪ Employee Well Being and Support ▪ YAS Public Sector Equality Duties ▪ Reasonable Adjustment Guidance and Health Passport - link to guidance here 				

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Values Statement

Our mission, vision, and strategic outcomes reflect our six core values that define YAS and all our employees. One Team, Compassion, Empowerment, Integrity, Innovation, Resilience. These core values provide a foundation and framework for all decision-making processes. We translate our values into actions, they will inspire everything we do and how we operate as an ambulance service and are reflected in our policies, practices, and assessments we implement every day.

1. Introduction

- 1.1 Yorkshire Ambulance Service NHS Trust is committed to ensuring our services and employment practices are accessible, inclusive and fair for the diverse communities we serve and the workforce we employ. This is reflected in the Trust's vision and values.
- 1.2 The Trust will aim to seek out and wherever possible, remove obstacles which prevent people from receiving the best possible care or becoming the best that they can be, whether they are a current or prospective employee.
- 1.3 The Trust adopts a zero tolerance approach to discrimination in any form and at any time on the grounds of age, disability, sex, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, sexual orientation, religion or belief all covered by the Equality Act 2010), fully inclusive of all LGBTQ+ communities including those with non-binary identities and including trade union membership. This includes political affiliation, unless it could cause reputational damage.
- 1.4 Whilst this policy statement meets the requirements of the Equality Act 2010 and section 5 of the NHS Terms and Conditions, to have a specific policy statement is the right thing to do.
- 1.5 The Trust's People Strategy sets out the Trust's commitment to promote and advance equality of opportunity, and to promote diversity and inclusion throughout our organisation. Our approach to diversity and inclusion goes beyond legal compliance – it is central to the Trust's core business.
- 1.6 The Diversity and Inclusion Policy Statement is intended to complement the Trust's People Strategy and our commitment to compassionate and inclusive leadership.

2. Scope of the statement

- 2.1 This policy statement applies to all employees, volunteers, and contractors within the Trust.

3. Principles and our commitments

Yorkshire Ambulance Service is committed to:

- 3.1 Promoting equality, diversity and inclusion in the workplace as they make good business sense and can be shown to improve patient experience and outcomes.
- 3.2 Ensuring equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- 3.3 Ensuring that our services and functions do not unlawfully discriminate against people on the grounds of any of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and

sexual orientation (fully inclusive of all LGBTQ+ communities including those with non-binary identities).

- 3.4 Creating a working environment free of bullying, harassment, victimisation and unlawful discrimination. Such acts will be dealt with as misconduct under the Trust's Dignity at Work and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- 3.5 Promoting a culture of dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- 3.6 Monitoring all our policies and practices to ensure we are eliminating all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and disciplinary, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.
- 3.7 Facilitating a culture of advancing equality and foster good relations at every opportunity.
- 3.8 The Trust will report and publish as required against the Workforce Race Equality Standard, Workforce Disability Equality Standard, and the Gender Pay Gap on an annual basis in accordance with our statutory responsibilities.
- 3.9 Training managers and raising awareness amongst other employees about their rights and responsibilities under this policy statement.

4. Disability

- 4.1 Employees are encouraged to discuss with the Trust if they have a disability or a long-term health condition that may impact their day-to-day work.
- 4.2 A discussion should take place in relation to any 'reasonable' adjustments to their employment or working conditions which they consider to be necessary or which they consider would assist them in the performance of their day-to-day duties.
- 4.3 The Trust has in place a Reasonable Adjustments Guidance which provides information and support to both manager and employee on the reasonable adjustment process. The Trust also has a Health Passport which has been designed for individuals within YAS who are living with a disability, long term health condition, mental health issue or learning disability/difficulty. It allows individuals to easily record information about their condition, any reasonable adjustments they may have in place and any difficulties they face in the workplace.

5. Responsibilities

- 5.1 All staff have a duty to conduct themselves in a manner which is consistent with the Trust's Values and Behavioural Framework. This will assist the Trust to provide fairness and inclusion in employment, and prevent bullying, harassment, and victimisation.

- 5.2 All staff should understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against fellow employees, patients, contractors and the public.
- 5.3 The Trust Board, Trust Executive Group, and Trust Management Group have overall accountability for legal compliance.
- 5.4 All Trust managers and supervisors are responsible for implementing and adhering to the policy statement.
- 5.5 The Trust has a nominated Non-Executive Director who acts as a Diversity and Inclusion Champion at Board level.
- 5.6 The Trust's Diversity and Inclusion Steering Group has overall responsibility for monitoring against progress against the Trust's statutory and internal equality objectives.

6. Training and Development

- 6.1 Yorkshire Ambulance Service NHS Trust will wherever possible aim to make opportunities for training, development and progression available to all staff. Personal development, where available and relevant to the role, will be encouraged so that staff can develop to their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

7. Workforce Monitoring

- 7.1 Yorkshire Ambulance Service will monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the People Strategy. This will include publishing and reporting a range of our workforce data in line with our legal and contractual obligations.
- 7.2 Monitoring will also include assessing how the Trust's People Strategy, and any supporting action plans e.g. Workforce Race Equality Standards, are working in practice, reviewing them annually, and taking action to address any issues and gaps.
- 7.3 Yorkshire Ambulance Service will review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

8. Implementation Plan

- 8.1 The policy will be communicated widely across the Trust, including policy approval via the Trust's governance process.

9. Compliance and Governance

- 9.1 The Diversity and Inclusion Policy Statement is fully supported by the Trust's Management Group, Trust's Executive Group and the Trust Board; and has been developed and agreed with the following trade unions: Unison, Unite, GMB and RCN.

- Details of the Trust's grievance and disciplinary policies and procedures can be found on Pulse (Intranet).

- Details of the Trust's complaints procedure will be widely publicised on the Trust's website and on patient leaflets.
- Diversity and Inclusion Unit will provide an annual report on our Workforce Equality Profile.
- Where it is highlighted that there are actions required to address detrimental impact on protected groups, whether this be through discussion or action plans, these will be noted in the minutes of the Diversity and Inclusion Steering Group and will be reviewed at subsequent meetings.