

Reference No:

Title:	Equality, Diversity and Inclusion: Observing and Celebrating Events Policy		
Policy Author(s)	<p>Samantha Whann, Assistant Service Manager, Human Resources and Organisational Development Email: Samantha.Whann@belfasttrust.hscni.net Tel: 028 961 59615</p> <p>Orla Barron, Planning and Equality Lead, Performance, Planning and Informatics Email: Orla.Barron@belfasttrust.hscni.net Tel: 028 950 48734</p> <p>Additional policy authors: Martin McGrath, Employment Equality Manager (HR&OD) Email: Martin.Mcgrath@belfasttrust.hscni.net Catherine Daly, Senior HR Officer (HR&OD) Email: CatherineM.Daly@belfasttrust.hscni.net Estella Dorrian, Senior Planning and Equality Manager (PPI) Email: Estella.Dorrian@belfasttrust.hscni.net</p>		
Responsible Directors:	HR & PPI		
Policy Type: (tick as appropriate)	*Directorate Specific <input type="checkbox"/>	Clinical Trust Wide <input checked="" type="checkbox"/>	Non Clinical Trust Wide <input checked="" type="checkbox"/>
Date:			
Approval process:	Specialist Committee Name (if applicable) Standards and Guidelines Committee (Directorate Specific and Clinical Trust Wide policies only) Trust Policy Committee (Non Clinical Trust Wide policies only) Executive Team Meeting	Approval date:	Insert date each Committee approved/ noted
Operational Date:	To be completed by S&G Department	Review Date:	To be completed by S&G Department
Version No.		Supersedes	n/a – new policy in 2022

Key Words:	Insert key words that staff may use to find the policy
Links to other policies	A Zero Tolerance approach to the prevention and management of Aggression and Violence towards staff in the workplace Belfast Trust Equality Scheme Conflict, Bullying and Harassment in the Workplace Policy Disability Equality Regional Policy and Toolkit Employment Equality and Diversity Plan Equality, Diversity and Inclusion Policy Gender Identity and Expression Employment Policy Harmonious Working Environment Statement / Joint Declaration of Protection Healthy Relations for a Healthy Future 2 Recruitment and Selection Policy Social Media Policy

Date	Version	Policy Author	Comments
01/02/2022	0.1	A Trust	Initial draft

1.0 INTRODUCTION / SUMMARY OF POLICY

1.1 Background

The policy outlines the Trust's commitment to creating and sustaining an environment that values and celebrates the diversity of its staff, patients, service users, families, carers, and visitors.

Section 75 of the Northern Ireland Act 1998 requires public authorities such as the Trust, in carrying out their functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity and regard to the desirability of promoting good relations across a range of categories outlined in the Act.

Our Equality Scheme is a public expression of Belfast HSC Trust's ongoing commitment to actively promote equality of opportunity and good relations in all its interactions with service users, patients, carers, staff and other organisations and individuals.

It is also part of our corporate social responsibility for our patients and service users and others and our duty of care to our staff to explicitly illustrate our pledge to treat everyone fairly and with respect, dignity and compassion, regardless of who they are.

Throughout the year, the Trust observes and celebrates events in accordance with an Equality, Diversity and Inclusion Calendar and as an

Employer of Choice. This policy outlines the expected values and behaviours of all Trust staff during such events.

By observing or celebrating events which promote equality, diversity and inclusion, we are actively promoting ourselves as an health and social care service that is accessible, inclusive and welcoming to everyone - regardless of their racial group, religious belief, political opinion, age, men or women generally, sexual orientation, marital status, whether they have a disability or not and whether or not they have caring responsibilities.

1.2 Purpose

The purpose of this policy is twofold:

- I. To celebrate diversity in accordance with the regional HSC values by ensuring our services and facilities provide shared, safe spaces and are considered inclusive, welcoming and accessible to everyone.
- II. To provide all staff their rights and collective responsibility to create and sustain a safe, harmonious working environment, with clear guidance on how to observe or celebrate an event or display marks of identity in accordance with best practice and relevant employment legislation.

All staff should feel safe at work and be treated with respect and dignity, regardless of their age, disability status, marital or civil partnership status, political opinion, race, religious belief, sex (including gender reassignment), sexual orientation, with dependents or without dependents.

Inappropriate or offensive behaviour in relation to Equality, Diversity and Inclusion events in the workplace is unacceptable and will not be tolerated or condoned under any circumstances.

1.3 Objectives

There must be no discrimination, victimisation or harassment against or displayed by any member of staff towards a patient, service user, carer, visitor or another staff member. This is in accordance with our regional HSC values.

Everyone will feel welcome and safe in our facilities – whether as a workplace or a health and social care setting.

1.4 Compliance with related policies and legislation

This document should be read in association with relevant policies, guidelines, Trust documents and legislation. This includes, but may not be limited to, the following:

Policies and Trust Documents

- [A Zero Tolerance approach to the prevention and management of Aggression and Violence towards staff in the workplace](#)

- [Belfast Trust Equality Scheme](#)
- [Conflict, Bullying and Harassment in the Workplace Policy](#)
- [Disability Equality Regional Policy and Toolkit](#)
- [Employment Equality and Diversity Plan](#)
- [Equality, Diversity and Inclusion Policy](#)
- [Gender Identity and Expression Employment Policy](#)
- [Harmonious Working Environment Statement / Joint Declaration of Protection](#)
- [Healthy Relations for a Healthy Future 2](#)
- [Recruitment and Selection Policy](#)
- [Social Media Policy](#)

Legislation

- Disability Discrimination Act 1995
- Employment Equality (Age) Regulations (NI) 2006
- Employment Equality (Sexual Orientation) Regulations (NI) 2003
- Fair Employment & Treatment (NI) Order 1998
- Human Rights Act 1998
- Race Relations (NI) Order 1997
- Section 75 Northern Ireland Act and 49A of Disability Discrimination Act
- Sex Discrimination (NI) Order 1976

2.0 SCOPE OF THE POLICY

This policy applies to all staff, when at work and at events which could reasonably be regarded as an extension of the workplace, the use of social media, or any other situation that is an extension of the working environment. If a concern of inappropriate or offensive behaviour is raised by an agency worker, member of staff from another organisation or a patient, client or member of the public against a staff member, this policy may be applied. This policy is not applicable where a member of staff believes they are or were subject to inappropriate or offensive behaviour by a member of staff from another organisation or a patient, client or member of the public.

3.0 ROLES AND RESPONSIBILITIES

The Director of Human Resources & Organisational Development is responsible for monitoring, coordinating and developing the policy under the direction of the Chief Executive.

Managers at all levels will ensure that staff for whom they are responsible are aware of and abide by this policy.

All staff employed by the Trust have a personal responsibility in the application of this policy.

4.0 CONSULTATION

This Policy has been shared for consultation with the Trust's Workforce Policy Sub Group and Policy Steering Group. It has also been shared with the Disability Steering Group, Ethnic Minorities Staff Network and Healthy Relations Network.

5.0 IMPLEMENTATION OF POLICY

5.1 Dissemination

This policy should be disseminated throughout the Trust as it applies to all Belfast Trust staff.

5.2 Resources

The Inclusion Team within Human Resources & Organisational Development is available to provide advice and guidance to all managers and staff in relation to Equality, Diversity and Inclusion events. The Planning and Equality Team can also provide advice and guidance in regard to this policy.

5.3 Exceptions

There are no exceptions as this policy is applicable to all staff within the Belfast Trust.

6.0 MONITORING AND REVIEW

The Human Resources & Organisational Development Directorate will monitor and evaluate the effectiveness of this policy.

7.0 EVIDENCE BASE/REFERENCES

This policy complies with legislative requirements and good practice.

8.0 APPENDICES

None.

9.0 EQUALITY IMPACT ASSESSMENT

The Trust has legal responsibilities in terms of equality (Section 75 of the Northern Ireland Act 1998), disability discrimination and human rights to undertake a screening exercise to ascertain if the policy has potential impact and if it must be subject to a full impact assessment. The process is the responsibility of the Policy Author. The template to be complete by the Policy Author and guidance are available on the Trust Intranet or via this [link](#).

All policies (apart from those regionally adopted) must complete the template and submit with a copy of the policy to the Equality & Planning Team via the generic email address equalityscreenings@belfasttrust.hscni.net

The outcome of the equality screening for the policy is:

Major impact
Minor impact
No impact

10.0 DATA PROTECTION IMPACT ASSESSMENT

New activities involving collecting and using personal data can result in privacy risks. In line with requirements of the General Data Protection Regulation and the Data Protection Act 2018 the Trust considers the impact on the privacy of individuals and ways to mitigate against any risks. A screening exercise must be carried out by the Policy Author to ascertain if the policy must be subject to a full assessment. Guidance is available on the Trust Intranet or via this [link](#).

If a full impact assessment is required, the Policy Author must carry out the process. They can contact colleagues in the Information Governance Department for advice on Tel: 028 950 46576

Completed Data Protection Impact Assessment forms must be returned to the Equality & Planning Team via the generic email address equalitiescreenings@belfasttrust.hscni.net

The outcome of the Data Protection Impact Assessment screening for the policy is:

Not necessary – no personal data involved
A full data protection impact assessment is required
A full data protection impact assessment is not required

11.0 RURAL NEEDS IMPACT ASSESSMENT

The Trust has a legal responsibility to have due regard to rural needs when developing, adopting, implementing or revising policies, and when designing and delivering public services. A screening exercise should be carried out by the Policy Author to ascertain if the policy must be subject to a full assessment. Guidance is available on the Trust Intranet or via this [link](#).

If a full assessment is required the Policy Author must complete the shortened rural needs assessment template on the Trust Intranet. Each Directorate has a Rural Needs Champion who can provide support/assistance.

Completed Rural Impact Assessment forms must be returned to the Equality & Planning Team via the generic email address equalitiescreenings@belfasttrust.hscni.net

12.0 REASONABLE ADJUSTMENT ASSESSMENT

Under the Disability Discrimination Act 1995 (as amended) (DDA), all staff/ service providers have a duty to make Reasonable Adjustments to any barrier a person with a disability faces when accessing or using goods, facilities and services, in order to remove or reduce such barriers. E.g. physical access, communicating with people who have a disability, producing information such as leaflets or letters in accessible alternative formats. E.g. easy read, braille, or audio or being flexible regarding appointments. This is a non-delegable duty.

The policy has been developed in accordance with the Trust's legal duty to consider the need to make reasonable adjustments under the DDA.

SIGNATORIES

(Policy – Guidance should be signed off by the author of the policy and the identified responsible director).

_____ **Date:** _____
Policy Author

_____ **Date:** _____
Director

Equality, Diversity and Inclusion: Observing and Celebrating Events Policy

Belfast Trust Commitment to Equality, Diversity and Inclusion

Belfast Trust is continuing its commitment to equality, diversity and inclusion by creating and sustaining an environment that values, observes and celebrates the diversity of its staff, patients, service users, families, carers, and visitors.

We are committed to:

- Co-developing and co-delivering Trust policies and procedures in accordance with our statutory equality duties with our stakeholders.
- Working in partnership with other HSCNI and NHS employers and Trade Unions to ensure we are leading edge as an employer.
- Promoting a range of initiatives celebrating each of the S75 categories.
- Addressing health and wellbeing needs and inequalities.
- Our Good Relations Strategy and implementation of same.
- Our Equality Scheme and Action Plan.
- Our Mental Health Charter developed in partnership with ECNI.
- Our Ethnic Minorities Staff Network, Action Plan and Race Pledge.
- Our Disability Steering Group.
- Our Healthy Relations Group.
- Our Carers Network.
- Our Involvement Steering Group.
- Our regional participation in the LGBTQ+ Forum.
- Our Social Work Cultural Diversity Group.
- Our commitment to improving working lives i.e. supporting carers, ageing workforce, working parents.
- Actively participating in a range of equality and diversity initiatives and ongoing partnerships with a range of stakeholders.

The HSC values provide clarity for all HSC staff on the values we should live every day and the expected behaviours. These values and behaviours will send a clear message to patients, service users, families, carers, and visitors about the care and support they should expect, and how this should be delivered:



What does this look like?	
Working Together	We work together for the best outcome for people we care for and support. We work across Health and Social Care and with other external organisations and agencies, recognising that leadership is the responsibility of all.
Excellence	We commit to being the best we can be in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high quality, compassionate care and support.

Openness and Honesty	We are open and honest with each other and act with integrity and candour.
Compassion	We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand and take action to help them and ourselves.

We aim to deliver world-class health and social care services and be an employer of choice promoting equality of opportunity and good relations for everyone regardless of their age, dependant status, disability, men and women generally, marital/civil partnership status, political opinion, racial group, religious belief, or sexual orientation.

As an employer, Belfast Trust seeks to attract and retain a high calibre workforce from across each of the Section 75 categories. We are committed to ensuring our ethos of celebrating and promoting equality, diversity and inclusion is reflected throughout our employment journey and employee lifecycle. Equality, diversity and inclusion is integral to staff experience and job satisfaction, and is therefore key to the Trust vision of becoming one of the safest, most effective and compassionate health and social care organisations.

Equally, we strive to be an organisation that puts the promotion of equality of opportunity, good relations, diversity and respect at the heart of all that we do when delivering our services to everyone across greater Belfast area and beyond. In line with our Equality Scheme the Trust acknowledges its legal obligations to staff, patients, service users, families, carers, and visitors and aims to consolidate existing good practice and to progress new initiatives into equality, diversity and inclusion. Our good relations strategy: [Healthy Relations for a Healthy Future 2](#) demonstrates our commitment to promote good relations between people of different race, religion or political opinion by actively addressing and challenging racism and sectarianism in all its forms, treating others fairly, with respect, and dignity, and ensuring our spaces are shared, welcoming, and safe.

Diversity Celebrations

The Trust is a welcoming, diverse, inclusive multicultural setting (both in terms of the workplace and our services and facilities) and we believe it is vital to celebrate this diversity by welcoming, encouraging staff, patients, service users, carers and visitors to learn about our differences and similarities in order to promote positive attitudes and respectful and dignified behaviours. Through these celebrations, everyone is encouraged to learn about, observe and celebrate events reflecting the diverse society we live in. The Trust aims to achieve this by placing an emphasis on the cultural aspect of any celebration, rather than the religious or philosophical elements. *It is not the position of the Trust to impose any religious or philosophical beliefs.*

We aim to embrace, respect and celebrate differences across our workforce and our service users, patients, carers and visitors. The Trust aims to incorporate diversity, equality and inclusion in the workplace and across our services and facilities by hosting and marking some events, activities and creative opportunities. Observing or celebrating a broad range of events throughout the Trust encourages a sense of pride, belonging and feeling welcome.

As a health social care provider and Employer of Choice, we welcome all opportunities to raise awareness of health and wellbeing needs and inequalities faced by our diverse population we serve

Observations Celebrations may include:

- Regional networking.
- External celebrations.
- Delivery of workshops (virtual and in-person).
- Participation as guest speaker or acting as host.
- Developing living libraries.
- Events held by our Trust Networks, Groups, Forums, Community Development and Health Improvement colleagues, Equality colleagues, and Human Resources colleagues.
- Changing our logo e.g. Pride (addition of rainbow colours).
- Badges (Rainbow Badge initiative).
- Exhibiting artwork, leaflets, and lanyards.

These will be promoted using:

- Social media.
- Staff briefing.
- Newsletters/Bulletins.
- Team emails.
- Posters.

Staff Training

We are committed to the principle that all staff, patients, service users, families, carers, and visitors should be respected as unique individuals and this is embedded in all of our staff Equality training.

Staff receive mandatory equality and diversity training *Making a Difference: Equality, Good Relations and Human Rights*, which enhances their understanding of key pieces of legislation. This training focuses in particular on inclusion and provides practical ways to ensure that all staff are fully included by discussing the importance of the environment, appropriate behaviours, respect and dignity.

We recognise that when observations or celebrations are held or marks of identity are displayed with decorum (and, if appropriate, during a designated time period) and with a sense of due proportion, then they are unlikely to create or sustain a hostile environment.

Social Media

In accordance with our [Social Media policy](#), Belfast Trust staff are committed to ensuring that events are observed and celebrated respectfully and promoted in accordance with our HSC values of Working Together, Excellence, Openness and Honesty, and Compassion. .

Equality, Diversity and Inclusion Calendar

Some celebrations and festivities that we may celebrate include:

(Please note that these are some examples and do not constitute a definitive list. These will be subject to change.)

Month	Significant Equality, Diversity, Inclusion dates (2022)
January	<ul style="list-style-type: none"> • Blue Monday – 21st January • World Holocaust Day – 27th January
February	<ul style="list-style-type: none"> • LGBTQ+ History – Month of February • Chinese New Year – 1st February • Race Equality Week – 7th February
March	<ul style="list-style-type: none"> • Lent – 2nd March – 14th April • International Women’s Day – 8th March • World Social Work Day – 15th March • St Patricks Day – 17th March • International Day for the Elimination of Racial Discrimination – 21st March • Autism Awareness Week – 29th March – 4th April • International Transgender Day of Visibility – 31st March
April	<ul style="list-style-type: none"> • Ramadan – 2nd April – 1st May • Easter Sunday – 17th April
May	<ul style="list-style-type: none"> • Eid al Fitr – 2nd – 3rd May • Mental Health Awareness Week – 9th-13th May • Equality, Diversity and Human Rights Week – 9th-13th May • International Nurses and Midwives Day – 12th May • World Africa Day – 25th May
June	<ul style="list-style-type: none"> • Jubilee – 2nd – 5th June (2022 only) • Carers Week – 7th – 12th June • World Elder Abuse Awareness Day – 15th June
July	<ul style="list-style-type: none"> • International Non-Binary People’s Day – 14th July
August	<ul style="list-style-type: none"> • Pride – Month of August • International Day Commemorating the Victims of Acts of Violence based on Religion or Belief – 22nd August
September	<ul style="list-style-type: none"> • Good Relations Week – c. 25th September
October	<ul style="list-style-type: none"> • Black History Month – Month of October • AHP Day – 14th October • St Luke’s Day – 18th October • International Pronouns Day – 19th October • All Hallows’ Eve – 31st October
November	<ul style="list-style-type: none"> • Remembrance Sunday – 13th November • International Men’s Day – 19th November • International Day of Transgender Remembrance – 20th November • International Day for the Elimination of Violence against Women (16 Days of Activism) – 25th November – 10th December

December	<ul style="list-style-type: none">• International Day of Persons with Disabilities – 3rd December• World Human Rights Day – 10th December• Christmas Day – 25th December
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