



Equality and Diversity Policy

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Introduction

ENT UK is the professional membership association representing Ear, Nose and Throat surgery, as well as its related specialities, in the United Kingdom. We support Members at every stage of their careers, from student level right through to retirement – a total of more than 1,600 medical practitioners.

ENT UK is committed to complying with relevant equality legislation, the Equality Act 2010, codes of practice and best practice. The Association operates as an employer and provider of services for Members and the general public.

The Association is committed to ensure equality of opportunity and to promote diversity for all existing and potential staff, Members, contractors and visitors in accordance with the relevant statutory requirements. To achieve this the Association seeks to:

- operate practices which promote equal opportunities in employment, training and service delivery;
- create a workplace environment free of harassment and discrimination;
- ensure that all staff, Members, contractors and visitors are treated fairly, free of harassment and discrimination; and
- raise awareness of equality and diversity issues and promote best practice throughout the Association.

This document sets out the Association's commitment to equal opportunities and the encouragement of diversity.

1. Equality and Diversity Policy Statement

Definition of Equality and Diversity

- 1.1. Equality is about fair treatment to all regardless of the difference in race, physical ability, sexual orientation, gender, age, ethnic or religious background. Managing equality in the Association means ensuring equality of opportunity for all groups in order to maximise employee potential and create a framework where all employees and job applicants receive equal access in relation to employment, terms and conditions, training, promotion and services.
- 1.2. Diversity is about respecting differences, recognising and valuing individuals within the workforce and among our service users. This means we can treat people differently with regards to their different needs without being unfair to them or others.
- 1.3. Equality and Diversity are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed and taken account of.
- 1.4. ENT UK is committed to the elimination of unfair discrimination on the grounds of the following nine protected characteristics as set out in the Equality Act 2010:

- Disability
- Age
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (includes colour, nationality and ethnic groups)
- Religion or belief
- Sex
- Sexual orientation

The Association is committed to the promotion of equality and diversity for all existing and potential staff, Members, contractors and visitors in all its practices and arrangements.

2. Discrimination

The Association will not tolerate processes, attitudes and behaviour that amounts to direct discrimination, associative discrimination, discrimination by perception, indirect discrimination including harassment (harassment by a third party), victimisation and bullying through prejudice, ignorance, thoughtlessness and stereotyping. Some of these terms are new and been implemented by the Equality Act 2010.

3. Responsibility for Equality and Diversity

3.1. All employees have a responsibility to guard against any form of discrimination and avoid any action which goes against the spirit of this policy. Thus, employees at all levels must ensure that there is no discrimination in any of their decisions or behaviour. This includes the provision that all employees must:

- report any suspected discriminatory acts or practices to the General Manager as soon as possible;
- not discriminate against colleagues, Members, contractors and visitors;
- co-operate with any measures introduced to ensure equality of opportunity;
- not victimise anyone as a result of them having complained about, reported or provided evidence of discrimination;
- implement the policy in their day to day work and their dealings with colleagues, Members, contractors and visitors to the Association; and
- ensure their behaviour is appropriate to the policy and that they treat everyone with dignity and respect.

3.2. However, whilst all employees have a collective responsibility to ensure this policy is successfully implemented, there are also specific responsibilities within this.

3.3. Board of Trustees:

- providing leadership on the equality and diversity policy, acting as overall champions to ensure the policy is implemented;
- communicating the policy, internally and externally; and
- regularly reviewing and updating this policy in line with legislative changes;

- monitoring employment policies and practices for any potential discriminatory implications;
- providing guidance to general management; and
- supporting general management in investigating issues relating to potential discrimination.

3.4. General Management:

- implementing the policy as part of their day to day management of staff and in applying employment policies and practices in a fair and equitable way;
- ensuring equality and diversity issues are addressed in performance;
- ensuring all staff act in accordance with the equality and diversity policy providing necessary support and direction; and
- effectively managing and dealing promptly when investigating issues relating to potential discrimination, including those matters concerning staff, Members, contractors and visitors to the Association or third parties.

4. Monitoring and Review

Responsibility for monitoring the effectiveness of the equality and diversity policy lies with the Board of Trustees and General Management.

5. Harassment and Bullying Policy Statement

- 5.1. The Association is committed to providing a workplace environment free of harassment and bullying. A harassment free working environment makes good business sense. Harassment or bullying can have a debilitating effect on people's lives and can affect their ability to perform their job properly.
- 5.2. Harassment occurs in circumstances where someone's dignity has been violated or where they have been subjected to an intimidating, hostile, degrading, humiliating or offensive environment. Bullying is vindictive, cruel behaviour which humiliates and undermines confidence.
- 5.3. The Association will take all complaints of harassment or bullying seriously and ensure that all complaints are investigated effectively.

6. ENT UK Meetings and Events

- 6.1. ENT UK will not tolerate any bullying, harassment or discriminatory comments at our meetings and events. This includes comments which discriminate against any person or group of people due gender, race, disability, or any other characteristic.
- 6.2. Meeting organisers, sessional chairs and speakers are encouraged to undertake equality and diversity training within the past three years. The Royal College of Surgeons of Edinburgh offer useful online resources for this accessible here: <https://www.rcsed.ac.uk/professional-support-development-resources/anti-bullying-and-undermining-campaign>

6.3. Please be assured that any feedback regarding discriminatory comments will be handled confidentially and professionally via our grievance procedure described below.

7. Grievance Procedure

- 7.1. Employees who consider that they have a complaint about the way they have been treated under the Equality and Diversity Policy or feel they have been bullied or harassed should use the procedure set out in the Employee Handbook in order to have their complaint resolved.
- 7.2. All visitors, contractors who consider that a member of staff of the Association or Member has discriminated against them should write to the General Manager with full details of their complaint. The General Manager in consultation with the Board of Trustees will investigate and make recommendations for further action.
- 7.3. Members who consider that a member of staff of the Association or another Member has discriminated against them should write to the President with full details of their complaint. After investigation and consultation with the Board of Trustees the President will make recommendations for future action.
- 7.4. In circumstances where a Member allegedly discriminates against another Member in their place of work (i.e. when acting in their capacity as a surgeon), the complainant should contact the relevant Trust in the first instance. The Trust may wish to inform the Association in due course, after the complaint has been dealt with by the Trust in their capacity as the surgeon's employer.