



Title:	Equity, Diversity & Inclusion (ED&I) Policy
Policy Owner:	Human Resources
Effective Date:	20 June 2022
Next review Date:	20 June 2023

Introduction

This policy sets out LifeArc's approach to advancing equity, diversity and inclusion (ED&I) and to ensuring equal access to opportunities and the avoidance of unlawful discrimination at work.

It applies to all aspects of employment with LifeArc including recruitment, pay and conditions, training, performance management, promotion, conduct at work, disciplinary and grievance procedures, selection for redundancy and termination of employment.

Scope

The policy applies to all employees (including permanent, fixed term or temporary), Trustees, trainees, interns, seconded staff, industrial placements, students or representatives, (consultants, contractors, agents, sponsors or any other person working for the benefit of LifeArc).

Policy Statement

At LifeArc we believe equity, diversity and inclusion (ED&I) are fundamental to who we are as an organisation and must inform and influence how we operate and how we engage with our employees, our stakeholders and partners and our beneficiaries. Our three drivers for advancing ED&I are:

Ethics and Integrity

We aim to contribute to the development of a sustainable and healthy society by fostering a learning culture and collaborating with others. We know we will succeed in this if we provide a stimulating, collegiate and supportive working environment for our people, where openness integrity and respect are valued. Our approach to ED&I is a fundamental part of this.

The Business Case

A diverse workforce where everybody is treated equitably and feels valued and included is fundamental to LifeArc's long-term success. We believe diversity has a positive impact on our organisational performance. It increases our ability to deliver excellent healthcare and wellness outcomes and contributes to increased employee engagement. Diversity at LifeArc will enhance our creativity, innovation and problem-solving and helps us attract, recruit, and retain the most talented people. A diverse workforce can also help strengthen our understanding and knowledge of the different communities we seek to benefit. More broadly, routine consideration



of ED&I reflects good managerial practice and strong governance by improving the quality of the decisions we make and how we manage risk.

The Law

The law is explicit about the requirement for employers to prevent unlawful discrimination. We will not unlawfully discriminate in recruitment, during employment or after employment has ceased because of the Equality Act (2010) protected characteristics:

- Age
- Disability
- Gender Reassignment
- marriage or in a civil partnership
- Pregnancy and maternity
- Race (which includes colour, nationality and ethnic or national origins)
- Religion or belief
- Sex
- Sexual orientation

Employees must not discriminate against or harass others, including current and former employees; job applicants; clients (in the provision of services, goods or facilities); partners; suppliers and visitors to any LifeArc premises. This applies in the workplace, outside the workplace (when dealing with clients, suppliers or other work-related contacts for example), and on work-related trips or events including social events.

Disability: It is unlawful for an employer to fail to make reasonable adjustments to requirements, working practices or physical features within a workplace or to unreasonably fail to provide an auxiliary aid or service where these failures put a disabled job applicant or employee at a substantial disadvantage.

Please see LifeArc's **Talking Disability Guidance** for information about reasonable adjustments, which we refer to as 'Tailored Adjustments'.

(In relation to any service that LifeArc may provide in the course of our work, we also have an obligation to think ahead and make reasonable adjustments to address any barriers that may impede disabled people from accessing a service).

ED&I Policy Framework

We strive to provide a safe, inclusive, open, and collaborative working environment where diversity is valued and everyone feels that they belong and is treated equitably with dignity and respect.

We are committed to providing equal access to opportunities in employment and to avoiding unlawful discrimination during recruitment, in the employment of our people and in our interactions with partners or other third parties.

LifeArc will avoid unlawful discrimination in all aspects of employment including recruitment, pay and conditions, training, performance management, promotions, conduct at work, disciplinary and grievance procedures, selection for redundancy and termination of employment.

All selection processes, such as recruitment, promotion and redundancy selection, will be conducted on the basis of merit, assessed against objective criteria and in such a way that unconscious bias is actively minimised.



Recruitment and Selection

To encourage diverse and talented individuals to apply for relevant posts, vacancies will be advertised to diverse sections of the labour market. We will avoid using stereotypical images or wording that may discourage particular groups from applying and we will actively encourage diverse applicants to apply.

Person specifications and job descriptions will only include requirements that are necessary for the job. All candidates (internal and external) will be assessed objectively against these requirements, considering any reasonable (tailored) adjustments that may be required for disabled candidates.

Throughout the entire hiring process, each applicant will be treated equitably and with dignity and respect.

Job applicants will not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant will be able to perform an intrinsic part of the job, taking account of any reasonable (tailored) adjustments, or to see if any adjustments might be needed at interview because of a disability.

Where necessary, job offers may be made conditional on a satisfactory medical check.

Development Opportunities and Promotion

At LifeArc we encourage everybody to translate their full potential through fair and equal access to learning and development opportunities, fair and transparent performance appraisal processes and equal access to opportunities for progression. All such opportunities will be promoted in a way that ensures access for both part-time and full-time employees.

ED&I will be included in any induction and on-going training initiatives and championed by senior management and the Executive Director - Human Resources who is responsible for this policy.

Standard Employment Practice

We will comply with our obligations in relation to statutory requests for contract variations and make reasonable (workplace) adjustments to our standard working practices to ensure disabled employees or applicants are not disadvantaged because of their disability. (If you are disabled/ become disabled whilst working for LifeArc, we strongly encourage you to discuss this with us, so that we can explore what reasonable adjustments or support may be appropriate. (See ***Talking Disability Guidance***).

When considering requests for variations to standard working practices LifeArc will consider any potential indirectly discriminatory effect that may arise due to those practices. We will only refuse such requests where we believe we have legitimate business reason to do so, unrelated to any protected characteristic/s.

Part-time and fixed-term employees will be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate).



Roles and responsibilities

LifeArc's Responsibilities for our People

LifeArc promotes a working culture and environment where dignity, respect and inclusion are valued and demonstrated by all those who work for LifeArc.

All employees should feel comfortable to raise any ED&I related concerns with their line manager (or manager's manager), or with Human Resources, without fear of retribution and in so doing should expect to be listened to.

Discrimination, bullying, harassment or victimisation of employees, contractors, partners, or other third parties will be treated as disciplinary matters and managed under our **Talking Dignity at Work Guidance** and **Disciplinary Policy**.

Line managers will address any form of negative behaviour in a way that is appropriate and proportionate to the specific circumstances, and action may be taken. The majority of cases will be dealt with under our **Talking Dignity at Work Guidance** and **Disciplinary Policy** but in some limited circumstances LifeArc's **Whistleblowing Policy**, which covers disclosure of information that relates to suspected wrongdoing or dangers at work, may also be applicable.

LifeArc will provide training in various aspects of ED&I for managers and those involved in recruitment, progression or other relevant decision-making processes.

LifeArc's Responsibilities for our Partners and Others

LifeArc will not discriminate unlawfully against partners and/or others using or seeking to use facilities or services provided or managed by LifeArc.

We will also require any suppliers of goods, services and/or their workers to adhere to and respect the relevant parts of this policy.

As a LifeArc employee, you should report any bullying or harassment by partners, suppliers, visitors or others to your manager, who will take appropriate action.

Your Responsibilities as a LifeArc Employee

We expect you to demonstrate the 5 LifeArc Principles in how you work and interact with others and to help LifeArc meet our commitment to provide equal access to opportunities in employment and avoid unlawful discrimination. As a LifeArc employee, you have an obligation to work with colleagues, partners, suppliers and others in a mutually respectful way.

You must not unlawfully discriminate against or harass others, including current and former employees, job applicants, partners, suppliers, and visitors. This applies both within and outside the workplace (when dealing with partners/ suppliers for example).

We expect all our employees to advance ED&I at work and to treat everyone fairly, respectfully and with dignity. We expect you to be aware of and sensitive to any behaviours or actions that might be construed as discriminatory or harassing.

Acts of discrimination, harassment, bullying or victimisation against employees, partners, suppliers or others are disciplinary offences and will be dealt in accordance with our **Talking Dignity at Work Guidance** and **Disciplinary Policy**.



Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice. Employees can be held personally liable (as well as, or instead of the organisation) for any act of unlawful discrimination and those who commit serious acts of harassment may be guilty of a criminal offence.

Your Responsibilities as a LifeArc Manager

We expect all managers to lead by example and to actively promote the 5 LifeArc Principles and ED&I and to work in a way that ensures the prevention of unlawful discrimination.

We expect you to treat all employees with dignity, courtesy and respect and to act as a positive role model for LifeArc. Your behaviours and approach will help set the tone for the organisation and nurture an inclusive culture, as well as demonstrating your commitment to this policy.

If you receive any complaints of discrimination, bullying or harassment, these must be responded to with concern for all parties involved, dealt with quickly and treated with sensitivity and high importance.

Managers should refer to LifeArc's **Talking Dignity at Work Guidance** and **Disciplinary Policy**. The majority of cases will be dealt with under the above guidelines/policies, but in some limited circumstances LifeArc's **Whistleblowing Policy**, which covers disclosure of information that relates to suspected wrongdoing or dangers at work, may also be applicable.

Breaches of this policy

LifeArc takes a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Policy. Cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

Definition and abbreviations

Equity is about fairness and ensuring equal outcomes. At work, it means taking a tailored approach to make sure that everyone has the same access to opportunities and is protected against unfair and unequal treatment on the grounds of identity or background. To help achieve equality of access to opportunities we recognise that we may need to treat some groups or individuals differently.

Diversity is about acknowledging, respecting, and valuing individual difference and the differences within and between diverse groups. Promoting diversity at work is an opportunity to bring together and develop a unique mix of individuals, skills and abilities that together will help drive organisational success. We believe a diverse and inclusive LifeArc will be a better, more collaborative and innovative LifeArc.

Inclusion is about creating an environment where every individual feels safe, respected, included, and empowered to be themselves. At work this means creating an environment where everybody is treated with dignity and respect, feels that they belong and can bring their authentic self to work, and is encouraged to develop and thrive.



References and Related Documents

LifeArc ED&I Position Statement
LifeArc ED&I Strategy
LifeArc Talking Dignity at Work Guidance
LifeArc Disciplinary Policy
LifeArc Talking Disability Guidance
LifeArc Whistleblowing Policy

Training and Infrastructure

Ownership and Accountability

The Executive Director - Human Resources is responsible for this policy. They are responsible for ensuring that any necessary ED&I training is provided for employees at all levels, to help them understand their rights and responsibilities in relation to this and other relevant policies and guidance.

Monitoring and Review

This policy will be regularly updated to reflect any changes in relevant legislation and to ensure it remains fit for purpose. Any changes will be communicated to employees.

We will measure key aspects of our workforce diversity and inclusion and monitor progress on the key deliverables in our LifeArc ED&I Strategy (2022 – 2023). We will continually seek to develop and improve our approach to advancing ED&I, our policies, practices and how we measure progress.