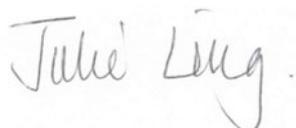


Equality, Diversity and Inclusion Policy

Date approved by the Board of Directors:	31 st July 2020
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Revision due:	September 2024
Index code:	HR002
Reviewed by:	CEO & EAPC Board
Review date:	30 th September 2022

A handwritten signature in black ink that reads 'Julie Ling'.

Signed by Julie Ling, Chief Executive Officer (CEO), EAPC

A handwritten signature in black ink that reads 'C. Ostgathe'.

Signed by Christoph Ostgathe, President, EAPC

Date: 30th September 2022

1.0 Aim of Policy

The European Association for Palliative Care recognises and values people's differences and will strive to create an environment that assists them to use their talents to reach their full potential.

The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation.

This policy is designed to ensure that the EAPC complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

The EAPC is unreservedly opposed to any form of discrimination on the grounds of age, gender, disability, marriage or civil partnership, pregnancy and maternity, race, colour, ethnic origin, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

Using fair and objective employment practices, the organisation aims to ensure that:

- All employees and potential employees and members are treated fairly and with respect
- All employees and members have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from employees or by people (third parties) who are not employees of EAPC
- All employees and members have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination

- All employees and members have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a Protected Characteristic, even if they do not.

2.0 Scope of Policy

The policy applies to the recruitment, selection, promotion and training stages and processes for all positions within the EAPC, and covers:

- Salaried positions
- Contractors and external service providers
- Board members
- EAPC committees/sub-committees (for congress or other purposes)
- EAPC Groups
- Students/interns on work experience or placements

2.1 Policy statement

As an organisation, we value the variety of different views, outlooks and approaches that a diverse and inclusive workforce and membership brings. This assists us to provide improved services and increase our understanding of our service users/clients.

We will do all we can to ensure no one receives less favourable treatment or is disadvantaged by requirements or conditions, which cannot be shown to be justifiable.

Employees, board members and members of the EAPC have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

3.0 Responsibilities

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with the staff and board members.

3.1 Breaches of the Equality and Diversity Policy by employees

Breaches of this policy by employees may be dealt with under the disciplinary procedures.

3.2 Breaches of the Equality and Diversity Policy by members or board members

Breaches of this policy by board members will be dealt with by the President.

Employees and board members are also personally liable under equality legislation for any act of unlawful discrimination.

4.0 Implementation of the policy

All staff, members and board members will be involved in creating an equality environment and one that values diversity and promotes inclusivity.

In implementing the policy, the organisation will carry out the following actions:

- Ensure that every individual is assessed according to his or her personal capability to carry out a given job/role
- Ensure that all employees are given equal treatment about terms and conditions of employment, provided they do the same or broadly similar work, or work of equal value
- Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures

- Ensure that all relevant requirements in relation to those with disabilities are met and adhered to. This will include identifying and making reasonable adjustments to ensure access to employment tasks and opportunities.
- Ensure that any amendments to any legislation relating to discrimination are met and adhered to.

Attention will be placed on the following:

- Use of selection criteria that does not unlawfully discriminate in selection, recruitment and promotion procedures
- Increasing diversity of panels writing job descriptions and undertaking recruitment to ensure impact of structural bias is diminished
- Requiring entry to employment or progression within it to be based on merit
- Not discriminating in opportunities for recruitment, training, promotion or transfer of employees

5.0 Communication

The EAPC will:

- Ensure this policy is available to prospective applicants
- Ensure all new starters discuss the policy with line managers/ colleagues
- Make use of team meetings to discuss the policy and defining areas where practice could be improved
- Include reference to abiding by the policy in staff terms and conditions
- Incorporating specific responsibilities into job/role descriptions

6.0 Training

Our commitment includes providing training for staff to:

- raise awareness about equality and diversity (including issues of unconscious bias)
- understand their rights and responsibilities under the equality and diversity policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

We will make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

7.0 Working with partners

In selecting our partners, we will consider their commitment to Equality and Diversity by:

- Sharing our policy
- Asking to see their policy
- Asking what they do in practice, including monitoring the policy

8.0 Users of the service

We will make our services accessible by:

- Using appropriate, jargon-free language
- Using accessible formats (fonts, spacing, layout)
- Considering whether information should be available in alternative formats, for example, in other languages, visual/audio
- Considering locations where the organisation's services are promoted /advertised
- Considering the diverse make-up of our staff/ board members in relation to our members

9.0 Monitoring the policy

This policy will be monitored to judge to what extent it is working and identify areas for improvement. Monitoring will relate to both employees/board members and to our membership.

The EAPC commits to annual monitoring of the make-up of the workforce, Board and members regarding information such as age, gender, sex, ethnic background, sexual orientation, religion or belief, and disability.

Monitoring will also include assessing how the equality and diversity policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

10.0 Reporting discrimination/potential discrimination

- Employees who feel that they have suffered any form of discrimination should raise the issue by raising a grievance procedure (As documented in the grievance policy).
- Board members who feel that they have suffered any form of discrimination should raise the issue by raising a grievance procedure.
- Members who feel that they have suffered any form of discrimination should: contact the EAPC CEO: julie.ling@eapcnet.eu or the EAPC President.
- Employees/volunteers/members should also use this approach if they feel that they have been the subject of harassment from someone who is not an employee of the EAPC. The EAPC will not tolerate any harassment from third parties towards its employees, board members or members and will take appropriate action to prevent it happening again.

If an employee, board member or member witness's behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, colour, religion or belief, sex and sexual orientation, even if it is not directed at them, they should also use this procedure.

11.0 Review

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered

12.0 Related Documents

- GEN006: Conduct and Ethical Behaviour Policy
- HR001: Disciplinary Procedure
- HR002: Equity, Diversity and Inclusion Policy
- HR003: Grievance Procedure