

PL-HR-041 Diversity & Inclusion Policy



Nua Healthcare Services

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COMPANY PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request a change, submit a Document Change Request to the Document Control Representative.

Approvals

The signatures below certify that this procedure has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

Department: HR	Name	Signature	Position	Date
Prepared by	Eithne Knox		HR Manager & member of Diversity & Inclusion group	01/07/2022
Reviewed by	Lily Walsh		Director of ADT & member of Diversity & Inclusion group	01/08/2022
Approved by	Noel Dunne		Chief Executive Officer	22/08/2022

Amendment Record

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date



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1. Introduction

In accordance with the Mission, Vision, and Values of Nua Healthcare Services (Nua), we are committed to promoting and contributing to a positive working environment which embodies trust, respect, and acceptance.

We embrace the uniqueness of the people both working within services and availing of services. We pride ourselves on being a diverse and inclusive workplace, a workplace that recognises, encourages, and values everyone.

Nua Healthcare Services is culturally aware and is committed to protecting and promoting equality. We recognise, and object to, the existence of societal discrimination in all its forms and therefore, we lead by example and take responsibility for creating a better service for everyone.

We encourage team members to pursue their careers with us in the knowledge that, regardless of age, gender, sexual orientation, civil status, religion, disability or ethnicity, each team member is treated equally and is entitled to the same opportunities and benefits as their peer, so that their hard work and personal commitment to Nua, ultimately leads them to better their lives, and by connection, the lives of their families.

2. Purpose

The purpose of this policy is to celebrate diversity and inclusion through an annual events calendar, to recognise, promote and share information through our monthly newsletters, and through enhanced training materials, educate our workforce to enable everyone's voice to be heard from within a neutral and respectful environment, all of which aligns with our Mission, Vision and Values.

3. Scope

This policy applies to all team members across all Nua Healthcare Services.

4. Diversity and Inclusion Group / Our Collective Responsibilities

Nua has a Diversity & Inclusion group who meet monthly to discuss service improvement opportunities within the context of diversity and inclusion. The group consists of representatives from across the service, many of whom represent a specific diverse group themselves and therefore, can speak with expertise to the uniqueness of modern life experience.

The Diversity & Inclusion group are responsible for:

- Living by Nua's Mission, Vision, and Values, leading the service by example and maintaining a workplace environment that instils the highest standards of dignity, respect and inclusion.
- Planning, promoting and updating the service via monthly newsletter, on all Diversity & Inclusion initiatives throughout the calendar year.
- Reviewing this Policy at least annually, and as appropriate, making recommendations to continually improve its effectiveness for the good of all Nua team members.

Line Managers are responsible for:

- Living by Nua's Mission, Vision, and Values, leading team members by example and maintaining a workplace environment that instils the highest standards of dignity, respect, and inclusion.
- Both adhering to and promoting adherence to this Policy and creating a local environment where every team member is welcomed into the broader team.
- Supporting new team members settle into the service and familiarise with their new surroundings.
- Ensuring that, in so far as is reasonable and practicable, no team member feels excluded from the broader team.

Team members are responsible for:

- Living by Nua's Mission, Vision, and Values, adhering to this Policy and maintaining a workplace environment that instils the highest standards of dignity, respect, and inclusion.
- Promoting an environment where all individuals are welcomed and included.
- Supporting new team members settle into the service and familiarise with their new surroundings.
- Raising concerns through the correct procedural channels. (Grievance Policy PL-HR-006).

5. Definitions

What is Diversity?

- Diversity refers to the existence of variations of different characteristics in a group of people. Diversity allows us recognise difference and understand that everyone is unique.

What is Inclusion?

- Inclusion for the purpose of this policy, is the achievement of a work environment through which, everyone has equal access to opportunities and resources, and contributes fully to the success of our services.

An inclusive working environment is one in which team members feel they belong, and that their contribution matters, they can perform to their full potential, no matter their background, identity, or circumstances. A diverse and inclusive workplace has fair policies and practices in place which enables all team members to work together effectively.

In line with Nua's Code of Conduct Policy (PL-HR-022), we are committed to promoting and maintaining a workplace environment that promotes and celebrates diversity and inclusion and creates an open and inclusive culture where everyone feels valued. Team members bring their own background, work style, capabilities, experience, and characteristics to their roles. Nua believes that embracing diversity and inclusion in the workplace benefits the organisation and indeed all of those working within it and receiving services from it. Nua strives to create an environment in which all team members can reach their full potential, by harnessing the wide range of perspectives, ideas, and interests that diversity brings, which ultimately promotes innovation and improves our effectiveness as a service.

6. Raising Concerns

Nua's Grievance Policy (HR-PL-006), Bullying & Harassment Policy (PL-HR-007), and Code of Conduct Policy (PL-HR-022), clearly outline the standards and expectations of team members in relation to the workplace environment and professional conduct.

Nua's Policies also clearly state that it will act promptly to investigate any concern raised. Team members are encouraged to raise a concern where they believe they have been subjected to any form of discrimination or harassment, based on their individual circumstances. Team members should raise concerns, as outlined in the Grievance Policy (HR-PL-006), after which, any complaint upheld may be further investigated under the Disciplinary Policy (HR-PL-005), leading to disciplinary action, up to and including, dismissal from employment.

7. Reference Documents

- PL-HR-005 Disciplinary Policy
- PL-HR-006 Grievance Policy
- PL-HR-007 Bullying and Harassment Policy
- PL-HR-022 Code of Conduct Policy

If you have any suggestions that you would like to share with the Diversity and Inclusion group, or perhaps you would like to include a new celebration or event during the year, please get in touch by emailing: diversityandinclusion@nuahealthcare.ie