

	Document Name	
	Equality, Diversity and Inclusion (EDI) Policy	
	Document No.	HR/PD/23
	Revision No.	02
	Authorised by:	Board
	Date	Mar 2021
	Pages	1 of 5

EQUALITY, DIVERSITY and INCLUSION POLICY

1.0 POLICY STATEMENT

This policy defines our commitment to being an equal opportunity organisation and to work within legislative requirements (Equality Act 2010) and ethical best practices. These include:-

- Eliminating any unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act (2010).
- Advancing equality of opportunity between people who share a protected characteristic and those who do not.
- Fostering good relations between people who share a protected characteristic and those who do not.

ASME will strive to ensure that no individual is subjected to discrimination on the grounds of any of the following protected characteristics:-

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

This policy covers discrimination which occurs at work, on ASME business and outside of the workplace in a work related context (i.e. ASME business trips or at a work related event, ASME events or social functions, or which otherwise has an impact on ASME's business).

ASME recognises the value that individuals with different skills and experience can bring to strengthen the team and takes an ethical approach to working with others.

ASME has developed a Diversity and Inclusion Strategy 2020 to support and inform our activities in this regard with a dedicated email address for feedback, complaints, suggestions and discussions on Equality, Diversity and Inclusion - diversityinclusion@asme.org.uk.

ASME will actively monitor the effectiveness and compliance to this policy on a regular basis.

2.0 SCOPE

This policy provides uniform guidelines and procedures for all ASME employees, directors, members, contractors and agency workers (collectively referred to as "individuals" throughout this policy), and will apply to all conditions of service for individuals including, but not limited to, recruitment and selection, placement, training, promotion, conditions of employment, remuneration,

	Document Name	
	Equality, Diversity and Inclusion (EDI) Policy	
	Document No.	HR/PD/23
	Revision No.	02
	Authorised by:	Board
	Date	Mar 2021
	Pages	2 of 5

social and recreational activities and termination of employment, and contract/agreement awards or director/Committee/Group/SIG appointments.

This policy however does not form part of any employee's contract of employment and it may be amended at any time and for any reason.

The principles of the policy will apply equally to ASME's members, Groups/Committees/SIGs, the treatment of visitors, clients, suppliers and anyone engaged in business with ASME.

Individuals can be held personally (legally) liable as well as, or instead of ASME, for any act of unlawful discrimination.

3.0 POLICY

ASME are committed to the principles of fairness, consistency, equality and inclusiveness. We believe that everyone has a right to equal access to employment, membership, appointment as a Director or Chair/Lead/member of an ASME Committee/Group/SIG or the opportunity to win sub-contracted work, as well as being free of any direct or indirect discrimination and harassment, bullying or victimisation.

Definitions:-

Direct discrimination – occurs where someone is treated less favourably because of one or more of the Protected Characteristics, (e.g. rejecting an applicant because of their sexual orientation)

Indirect discrimination – occurs where a provision, criterion or practice applies to everyone but adversely affects those with Protected Characteristics more than others (e.g. a minimum height requirement would likely eliminate proportionately more women than men). If the provision, criterion or practice cannot be objectively justified, it would be indirectly discriminatory.

Harassment (includes sexual harassment) – occurs where an individual is subject to unwanted conduct having the purpose of affecting or violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Victimisation – occurs when someone is victimised for any reason, including for making or supporting a complaint about discrimination or harassment.

Disability discrimination – occurs when an employee is unjustly treated less favourably because of the effects of their disability. This includes any failure to make reasonable adjustments to alleviate any disadvantages caused by the disability.

In order to achieve this, ASME and those involved or engaged in business with the Company, will treat all people it deals with as individuals, in ways that are fair, consistent, inclusive and tailored to their needs yet aligned to business needs and objectives.

ASME will strive to ensure that barriers are removed that may disproportionately disadvantage those with a protected characteristic to ensure equality of choice, access and sharing, through regular audits and monitoring of feedback.

	Document Name	
	Equality, Diversity and Inclusion (EDI) Policy	
	Document No.	HR/PD/23
	Revision No.	02
	Authorised by:	Board
	Date	Mar 2021
	Pages	3 of 5

The Company recognises that diversity and representation benefits the team and enables us to deliver the best possible solution and service to our members.

4.0 RESPONSIBILITIES

All individuals have a duty to act in accordance with this policy and treat all those whom they deal with, with dignity and respect at all times, and not to discriminate or harass other individuals, regardless of their status.

Additionally, individuals are responsible for reminding colleagues of the standards expected in line with this policy and to report to an appropriate Manager/ASME Chair, if they witness behaviour that is not in keeping with the principles of this policy, by completing the online complaint form [HERE](#) (in accordance with our Complaints Procedure, available on the ASME website) or via the dedicated EDI email address, as above.

All managers must set an appropriate standard of behaviour and lead by example through their actions and decision making. Additionally, they must ensure that those whom they manage, adhere to the policy and promote our aims and objectives regarding equality, diversity and inclusiveness.

This policy will form part of the induction for new staff, Directors and Committee/Group/SIG Chairs/Leads.

5.0 . APPLICATION OF POLICY

Membership

ASME membership is open to all applicants who have an interest in medical education/research. Various levels of membership are available including a Widening Participation level to ensure that ability to pay is not a barrier to membership. A register of membership demographics will be kept and reviewed regularly.

Recruitment of Staff/Appointment of Directors

This policy will be applied to all stages of the recruitment and selection/appointment process. ASME will ensure that sourcing of candidates will not exclude or disproportionately reduce the number of applications from those with a Protected Characteristic. Selection criteria and tests will relate to the objective requirements of the job or role. Recruitment/appointment decisions will be made on the basis of those objective criteria and an individual's merit and performance in any selection assessments. The Company will review its recruitment and selection procedures regularly to ensure that they are appropriate for achieving our objectives and maintaining equality, diversity and inclusiveness.

Career Development

Line managers will ensure that decisions relating to, and the manner of access to opportunities for, training, promotion, salary reviews and development, are made based on merit but also with due regard to those with a Protected Characteristic.

	Document Name	
	Equality, Diversity and Inclusion (EDI) Policy	
	Document No.	HR/PD/23
	Revision No.	02
	Authorised by:	Board
	Date	Mar 2021
	Pages	4 of 5

Dismissal, Grievance and Discipline (Staff)

Line managers will ensure that the application of dismissal, grievance and discipline procedures, including redundancy, reflect all elements of this policy and are not directly or indirectly discriminatory.

Reasonable Adjustments

ASME will endeavour to make reasonable adjustments, where practicable, to ensure equality of access and participation in business activities (e.g. ASME events and conferences) and will seek advice and expertise from external specialists as necessary. If an individual is disabled or becomes disabled, they are encouraged to discuss this with their line manager/Chair as soon as practicable. This will enable ASME to provide as much support as possible and to make reasonable adjustments that may help overcome or minimise any difficulties. Where any external specialists are engaged, the individual may be requested to attend meetings with them for further assessment to enable expert recommendations to be made to ASME.

Part time and Fixed Term Work

Part time and fixed term staff should be treated the same as comparable full time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

Events/Conferences/Meetings

ASME will strive to ensure that access to our events/conferences/meetings will be open to all and that appropriate support is provided to those who require/request it, where practically possible.

6.0 BREACHES/COMPLAINTS

ASME has zero tolerance to any acts of direct or indirect discrimination, harassment, bullying or victimisation of anyone engaged in their business in relation to the Protected Characteristics.

ASME's Complaints Procedure (available on the website) details how complaints can be made and dealt with. Any instances of non-application of this policy will be thoroughly investigated.

For ASME Staff and/or Directors

If it is alleged that a Staff member or ASME Director has not complied with this policy, this will be investigated and they may be subject to disciplinary action in accordance with the Company's *Disciplinary Policy*, up to and including summary dismissal or termination of their Directorship, as a result of gross misconduct. Malicious or frivolous allegations will also be considered a disciplinary matter. ASME's HR Manager or Operations Manager should be contacted in the first instance if this is in relation to an ASME Director and provided with details of the alleged behaviour.

If a Staff member believes they have not been treated equally, or has seen such behaviour, they are encouraged to raise this with their line manager or contact the HR Manager as soon as possible. If recommended to do so, the employee should then make the company aware, in writing

	Document Name	
	Equality, Diversity and Inclusion (EDI) Policy	
	Document No.	HR/PD/23
	Revision No.	02
	Authorised by:	Board
	Date	Mar 2021
	Pages	5 of 5

to either the HR Manager or Operations Manager, by following the procedure set out within our *Grievance Policy*. No one will be victimised for taking this action and their grievance will be dealt with seriously, in confidence and as soon as possible.

The Operations Manager and/or HR Manager will investigate the complaint, conduct interviews if required and complete a report on the issue with outcomes and any required actions. This will be reviewed by ASME's Chair.

ASME members/Committee/Group/SIG committee members/external individuals

If an ASME member, sub-contractor or any other individual who has been involved in ASME operations/events believe they have not been treated equally, or has seen such behaviour, they are encouraged to raise this initially with the Operations Manager or ASME Chair as soon as possible, either via the Complaints Procedure form which is available on the website, by email or telephone (which the individual should then confirm in writing), outlining the circumstances and issues, dates and personnel involved. No one will be victimised for taking this action and their complaint will be dealt with seriously, in confidence and as soon as possible.

The Operations Manager and/or HR Manager will investigate the complaint, conduct interviews if required and complete a report on the issue with outcomes and any required actions. This will be reviewed by ASME's Chair/Board.

Complaints can also be sent to the diversityinclusion@asme.org.uk email address – if the individual wishes to remain anonymous, they should advise accordingly in their email.

More information on ASME's EDI policy can also be found on the website – www.asme.org.uk/diversity