

HASSRA DIVERSITY & INCLUSION CHECK

1. An Inclusion Check (IC) is an important step in planning a membership benefit or service because it helps us to:
 - consider the likely or actual impact on members of *how* we deliver that membership benefit or service
 - meet our commitment to support diversity and inclusion.
2. An IC is the responsibility of the person leading the membership benefit or service in question. It should:
 - be carried out at the planning stage
 - be done in a common-sense way which is relevant and proportionate to the particular membership benefit or service to be offered and those members eligible to take it up
 - provide an audit trail to show you have considered and, where appropriate, taken steps to make any reasonable adjustments.
3. To help understand the potential impact of the way we deliver a particular membership benefit or service the check should consider the following question:
 - does the membership benefit or service, or the way it is delivered, treat any persons less favourably or exclude them from participation because of a protected characteristic (see Diversity & Inclusion Statement, paragraph 4)?
4. If the answer is yes, we should consider what reasonable adjustments can be made to remove barriers to participation. This could range from:
 - something as simple as taking account of dietary requirements
 - a more complex adjustment to help someone with mobility needs
 - or a decision that an adjustment is so disproportionately difficult or costly that it is not a practicable option.
5. In all cases we should record our considerations and the reasons for deciding.

See Diversity & Inclusion Check Proforma.

DIVERSITY & INCLUSION CHECK PROFORMA

Event Title and Description
E.g. Office coach trip to London to see <i>Les Miserables</i>
Who is Eligible to Take Part?
E.g. Club members and guests
Does Anyone Have Any Special Requirements?
Ascertain (e.g. from local knowledge and/or putting a question on the application form) if any potential participants require reasonable adjustments to enable them to take part e.g. wheelchair access to coach and theatre.
Can a Reasonable Adjustment Be Made?
E.g. Yes: able to book coach with step-less access and theatre has confirmed it has wheelchair access. E.g. No coaches available with step-less access but theatre has confirmed there is wheelchair access.
Is Alternative Provision Available and Appropriate?
E.g. Coach with step-less access not available. Have looked at alternative travel such as taxi and decided that: (a) it is practicable and affordable from club funds, or (b) it is not practicable or affordable from club funds.
Final Decision
E.g. Give reason(s) for deciding whether to make or not make a reasonable adjustment.

See below for details of protected characteristics and examples of common reasonable adjustments. Please note these are illustrative examples only; adjustments will depend on individual circumstances and will always be considered on a case-by-case basis.

Protected Characteristics

- age, working-pattern and caring responsibilities
- disability and long-term health conditions
- sex and sexual orientation
- pregnancy and maternity
- race, ethnicity, nationality
- religion and belief
- gender identity expression or reassignment
- relationship status, marital status and civil partnership.

Examples of Common Reasonable Adjustments

- Accessibility – disabled access; and suitable facilities, including gender-neutral toilets and changing facilities
- Mobility Issues –for example, ground- floor room, walk-in shower, lift access etc.
- Dietary requirements – either for health or religious reasons
- Allergies – this is separate to dietary requirements because an allergy might not be food related
- Underlying medical conditions that might require medication or emergency response – e.g. asthma, diabetes
- Specific kit and/or equipment - required to be able to take part

**National HASSRA
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