**HASSRA DIVERSITY & INCLUSION STATEMENT**

1. HASSRA is committed to providing a programme of membership benefits and services which embrace diversity and inclusion.
2. As a membership association we are committed to building an inclusive environment in which everyone:

* feels a sense of belonging and can be themselves
* is respected, empowered and supported
* is treated fairly at all times.

1. Our goal is to ensure these commitments are embedded in:

* HASSRA’s aims and objectives
* day-to-day management of the Association
* planning and delivery of membership benefits and services.

1. As an inclusive association we will not tolerate discrimination.  Our policies and practices are fully inclusive of all members and volunteers regardless of personal circumstances, including but not limited to:

* 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.

*These are commonly known as protected characteristics.*

1. We will demonstrate our commitment by:

* promoting diversity and inclusion within our local office clubs and regional and national associations and affiliates.
* treating our members and volunteers fairly and with respect, and fostering an inclusive environment where different perspectives and member experiences are valued.
* promoting an environment free from discrimination, bullying and harassment, and taking action where such unacceptable behaviour exists, in accordance with the HASSRA Conduct and Discipline Policy.
* ensuring our members and volunteers have access to reasonable adjustments or additional support to enable them to access our membership benefits and services.
* aiming to build a membership and a volunteer cadre which reflects the diversity of people within our eligible employment groups and retired membership.
* carrying out inclusion checks in the planning and delivery of membership benefits and services.
* collecting and utilising data to monitor the impact of our Diversity and Inclusion Statement and to inform future decisions, changes and membership benefits and services.
* having diversity and inclusion champions on national and regional boards of management to ensure our policies are taken into account in all decision making.

1. Every member of the Association has a personal responsibility for implementing and promoting this Diversity and Inclusion Statement commitments in their day-to-day dealings with members and association partners. Inappropriate behaviour will not be tolerated.

**National HASSRA**

**July 2021**

**HASSRA DIVERSITY & INCLUSION WORKPLAN 2021**

1. HASSRA is committed to:

* increasing the diversity of its membership and volunteer cadre.
* fostering an inclusive environment where different perspectives and member experiences are valued.
* developing an offer which reflects the broad range of interests and preferences of all members.

1. In pursuit of these objectives, in 2021 HASSRA will:

* give members the opportunity to confidentially disclose information on protected characteristics, programme preferences and membership experiences
* appoint a D&I Champion to the National Board of Management
* develop and implement an Inclusion Check to help ensure membership benefits and services are inclusive of all members
* review HASSRA’s disciplinary code of conduct to ensure it properly embraces diversity and inclusion
* Submit a year-end progress report to the National Board at November meeting.

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| **Action** | **When** | **Who** |
| Review 2020 survey results to establish HASSRA’s demographic spread and compare with DWP SOP data | 27/07/21 –  30/09/21 | HC/JR |
| Review 2020 survey results on members’ preferences (and cross reference with 2021 Programme Review) | 01/09/21 –  30/11/21 | TS |
| Convene focus groups on programme accessibility according to ethnicity, sexual orientation and long-term limiting conditions | 01/09/21 –  31/03/22 | TS/RM |
| Appoint Diversity and Inclusion Champion to National Board (and encourage regions to do the same) | Done – Gary Thorogood appointed to role. | |
| Develop and consult regions and volunteers on Inclusion Check process. | 06/09/21 –  01/10/21 | CL |
| Review Disciplinary Code of Conduct to ensure fitness for purpose re. diversity and inclusion | 06/09/21 –  01/10/21 | CL |
| Prepare D&I Report for submission to November BOM, showing progress on above and other relevant issues | 18/10/21 –  02/11/21 | CL |

**National HASSRA**

**July 2021**

**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.

1. 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.

1. 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)?

1. 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 a 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.

1. In all cases we should record our considerations and the reasons for deciding.

*See Diversity & Inclusion Check Proforma.*

**National HASSRA**

**July 2021**

**DIVERSITY & INCLUSION CHECK PROFORMA**

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| **Event Title and Description** |
| E.g. Office coach trip to London to see *Les Miserables* |
| **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 alterative 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**

**July 2021**