# Code of Expectations of Employees

<table>
<thead>
<tr>
<th>Reference Number:</th>
<th>108</th>
</tr>
</thead>
</table>
| Author & Title:   | Clare Heath  
 HR Business Partner |
| Responsible Director: | Claire Buchanan  
 Director of HR |
| Review Date:      | 03 March 2019 |
| Ratified by:      | Strategic Workforce Committee |
| Date Ratified:    | 03 March 2016 |
| Version:          | 5.0 |

**Related Policies and Guidelines**

- Grievance Policy
- Managing Conduct
- Supporting Attendance Policy
- Managing Performance
- Duty of Candour Procedure
- Complaints Policy
- Raising concerns Policy
- Dress Code Policy
- IT Trust Acceptable Use Policy
- Salary and Expenses Overpayment Recovery Procedure
- Trust’s Smoke Free RUH Policy
- Standards of Business Conduct for NHS Staff
- Professional Registration Policy
- Managing Substance Misuse Policy
- Secondary Employment Policy
- Trust’s Salary and Expenses Overpayment Recovery Procedure
- Recruitment & Selection Policy
- Employment Check Policy
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Amendment History

<table>
<thead>
<tr>
<th>Issue</th>
<th>Status</th>
<th>Date</th>
<th>Reason for Change</th>
<th>Authorised</th>
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<tbody>
<tr>
<td>4.0</td>
<td>Final</td>
<td>June 2012</td>
<td></td>
<td>Strategic Workforce Committee</td>
</tr>
<tr>
<td>5.0</td>
<td>Final</td>
<td>March 2016</td>
<td>3 year review</td>
<td>Strategic Workforce Committee</td>
</tr>
</tbody>
</table>
1.0 Policy Statement

The Royal United Hospitals Bath NHS Foundation Trust is recognised for delivering the highest quality hospital care for people of Bath and North East Somerset, Wiltshire and Somerset as assessed by patient safety and clinical outcomes and evidenced by patient surveys.

In addition to the Trust published vision, the RUH also, pursues the concept of a hospital without walls, be seen as a system leader and a provider of choice in our local health economy.

In underpinning the Trust’s vision this policy outlines the Trust values and behaviours and outlines what our patients and others who come into contact with employees and workers at the Royal United Hospitals Bath NHS Foundation Trust can expect from us.

2.0 Scope

This policy applies to all employees and other workers, including those on honorary contracts in the course of their duties for the Trust. This may also, include work-related social events and business visitors to the Trust premises.

3.0 Purpose

The purpose of this document is to set out the Trust’s values and expected behaviours of conduct from all Trust employees. Each and every employee is required to adopt and follow the Trust value and behaviours at all times, failure to adhere will be managed in an appropriate manner in line with the Trust Code of Conduct Policy.
The Trust values and behaviours are:

### Everyone Matters

<table>
<thead>
<tr>
<th><strong>We will</strong></th>
<th><strong>We will not</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Treat everyone as an individual – see the person, understand their needs, respect their views, choices and dignity</td>
<td>Make assumptions – discard people’s views and choices or compromise people’s dignity, treat people unfairly or discriminate</td>
</tr>
<tr>
<td>Take time to care – be attentive and considerate, notice the little things</td>
<td>Be dismissive – avoid taking the time to understand people, rush instead of doing things properly</td>
</tr>
<tr>
<td>Value and respect others – make everyone feel important, recognise people’s contributions, say thank you</td>
<td>Undermine others – gossip, backstab, make people feel stupid, belittled or that their contributions don’t matter</td>
</tr>
<tr>
<td>Be friendly and polite – smile, introduce yourself, welcome everyone and build relationships</td>
<td>Be rude – avoid eye contact or introductions, make people feel unwelcome or like a nuisance</td>
</tr>
<tr>
<td>Be kind and caring – put yourself in other’s shoes, show empathy and compassion</td>
<td>Be unsympathetic – make judgments, label or patronise people</td>
</tr>
<tr>
<td>Be calm and reassuring – put people at ease, create cheerful and welcoming environments</td>
<td>Leave people isolated or anxious – be unsupportive, leave people feeling worried, alone, in pain or in distress</td>
</tr>
</tbody>
</table>

### Working Together

<table>
<thead>
<tr>
<th><strong>We will</strong></th>
<th><strong>We will not</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicate – clearly, openly, honestly, sensitively and in a timely manner</td>
<td>Overcomplicate information – communicate in jargon or insensitive language instead of plain language</td>
</tr>
<tr>
<td>Actively listen – make time to listen, hear people and respond</td>
<td>Ignore people – refuse to hear people’s comments or views, fail to respond or provide feedback</td>
</tr>
<tr>
<td>Share information – be transparent, keep people informed, explain clearly, invite people to ask questions, check people understand</td>
<td>Leave people not knowing – or finding out by chance, give vague or incomplete explanations, be too busy for people to ask questions</td>
</tr>
<tr>
<td>Involve and empower others – share learning, welcome people’s ideas and give choices</td>
<td>Dictate to others – ignore people’s ideas and suggestions</td>
</tr>
<tr>
<td>Be helpful – be aware of others, ask people if they need help, follow things through</td>
<td>Avoid others in need – leave things unresolved, be inconsiderate of others’ feelings</td>
</tr>
<tr>
<td>Support each other – cooperate to provide the best possible service</td>
<td>Be un-cooperative – create obstacles or resist sharing information and resources with other people and departments</td>
</tr>
</tbody>
</table>
### Making a Difference

<table>
<thead>
<tr>
<th>We will</th>
<th>We will not</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Be proactive – prepare, take responsibility, influence whenever you can, focus on solutions, be open to change</td>
<td>• Pass the buck – avoid taking responsibility or blame others</td>
</tr>
<tr>
<td>• Speak up – encourage everyone to have a voice and help people to be heard</td>
<td>• Ignore poor standards - bottle up concerns or worries, or turn a blind eye, avoid issues or problems</td>
</tr>
<tr>
<td>• Take pride – in ourselves, what we do and where we work, celebrate achievements and choose a positive attitude</td>
<td>• Criticise others – moan, complain, focus on problems, be negative or pass negativity on</td>
</tr>
<tr>
<td>• Contribute – share ideas, be curious, challenge yourself and others to continuously improve the way we work</td>
<td>• Be inflexible – stick to our old ways, be reluctant to change or consider improved ways of working</td>
</tr>
<tr>
<td>• Be willing to learn – develop yourself and other’s skills, knowledge, confidence and ability, be prepared to learn from others, give and receive feedback</td>
<td>• Be defensive – refuse to give or receive constructive feedback or learn from others, avoid asking for help</td>
</tr>
<tr>
<td>• Be responsive and efficient – take the time to do things effectively and be respectful of other people’s time</td>
<td>• Wait to be chased – be avoidably late or keep people waiting, not reply</td>
</tr>
</tbody>
</table>

### 4.0 Expectations of Employees in line with the Trust Values

#### 4.1 General Conduct

Employees are expected, at all times, to deal respectfully with all patients, public and other employees. Aggressive, abusive, rude, threatening or violent behaviour will not be tolerated.

#### 4.2 Employee Appearance

Employees are expected to present themselves in appropriate dress when reporting for duty. Staff should look clean and tidy with their clothes or uniform free from obvious dirt or stains.

A good standard of personal hygiene should be observed with clean and tidy hair (tied back if in direct clinical care) and with clean and maintained nails (short and varnish free for staff providing direct care to patients).

**For further information please read the Trust’s Dress Code Policy.**

Appropriate identification must be worn visibly at all times. On specific occasions the relevant manager may authorise exceptions (e.g. staff on a team building day or participating in a charitable event).
Employees are not permitted in the workplace to consume food or drinks in view of either patients or the public unless it is part of the model of care, or in the absence of appropriate facilities, the manager has given his/her permission.

4.3 **Treatment of Patients**
Employees are required to deal with patients respectfully and with care. Ill treatment, including neglect of patients either verbally or physically is not acceptable.

Employees should not have sexual relationships with patients who are in care or receiving treatment.

Employees must not use their positions to influence patients or relatives about the choice of private care as either an alternative or to follow up care received from the Trust.

4.4 **Duty of candour**
Employees are required to be open, honest and transparent with patients in the event that things go wrong. In line with the Robert Francis report the below principles should be followed:-

- **Openness** – enabling concerns to be raised and disclosed freely without fear.
- **Transparency** – Allowing information regarding performance and outcomes to be shared with staff, patients and the public.
- **Candour** – Ensuring patients harmed by a healthcare service are informed and an appropriate remedy is offered, whether or not a complaint has been raised.

4.5 **Equality of Opportunity & Diversity**
All staff are required to ensure that there is equality of opportunity in relation to all elements of employment, including the recruitment for posts and access to training and development opportunities.

All employees are expected to comply with all legal requirements at all times in terms of their interaction with both other employees, patients and visitors to the Trust. Discrimination, harassment, victimisation and bullying on any grounds will not be tolerated and will be treated as serious disciplinary offences, potentially leading to summary dismissal and criminal proceedings.

For further information please read the Trust’s Bullying and Harassment and Grievance Policy.

4.6 **Report of Complaints and Untoward Incidents**
Employees are required to report to their manager any complaints about service or treatment, or any incident of unacceptable behaviour to patients, public or employees (particularly alleged maltreatment of patients), which have been noted, reported or alleged.
Employees can also refer to the Raising Concerns Policy or contact the NHS Fraud Team, if appropriate. Concerns must be raised via these channels and not via the media. All communication with the media must be channelled through the Trust Communications Office.

For further information please read the Trust’s Raising Concerns Policy (Whistleblowing).

4.7 **Honesty**

Employees are expected to be honest in all their dealings with the Trust, e.g. making reports and giving information, presenting claims for payment (e.g. travelling expenses, attendance records, recording work done, timesheets etc.) pre-employment checks including Disclosure and Barring Service (DBS) applications, Occupational Health declarations, application forms, qualifications, people named to provide references, declaration of working hours and involvement in Trust investigations.

Dishonesty is treated as a serious offence. Making false claims for payment is treated as gross misconduct, which if found will lead to summary dismissal. This includes claiming sick pay from the Trust whilst working elsewhere in either a substantive or bank/temporary capacity.

All employees have a duty to inform their Manager as soon as possible of any involvement with the Police which could lead to prosecution and/or court appearances.

If an employee’s personal situation changes during the course of their employment with the Trust, the employee has a duty to declare any changes that may impact or affect their employment with the Trust, for example police cautions, convictions, and reprimands. Failure to do so will be handled as potential gross misconduct (see section 5).

4.8 **Overpayments of Salaries and Expenses**

Employees should raise any overpayments they have received by the Trust with their Line Manager and Payroll Manager as soon as possible. The Trust will reclaim any monies overpaid to employees through salaries and/or expenses in line with the Trust’s Salary and Expenses Overpayment Recovery Procedure, which should be read for more information on what this procedure entails.

Employees are required to repay any overpayment made to them by the Trust in full.

For further information please read the Trust’s Salary and Expenses Overpayment Recovery Procedure.
4.9 Underpayments of Salaries and Expenses
Employees have a duty to raise any underpayments for either salary or expenses to their Line Manager or Payroll Manager as soon as possible. The Trust will take steps to rectify any underpayments of salary and/or expenses.

4.10 Use and Care of Trust Resources
Employees are required to take care to ensure the safe, efficient and economic use of Trust premises, property and equipment and not knowingly waste any resources or property.

Employees should ensure the general cleanliness and tidiness of the premises and equipment they use.

Employees must obtain approval prior to the use of the Trust property for private purposes from a senior manager who has clear authority to give the approval (e.g. engineering equipment, mechanical/electronic medical equipment, food, use of IT equipment etc.).

Employees must pay for personal use or consumption of Trust property where required (e.g. telephone calls) and comply with the IT Acceptable Use Policy.

For further information please read the Trust's IT Acceptable Use Policy.

4.11 Smoking
The Trust is a smoke free site and therefore smoking is not permitted anywhere on the Trust site. Employees are not permitted to leave the Trust site to smoke during their contractual hours except during localised agreed breaks.

For further information please read the Trust's Smoke Free RUH Policy.

4.12 General Performance
All employees are expected to achieve and sustain an acceptable level of performance of work in accordance with the requirements of their job, including working relationships with staff, patients and colleagues, their contract, relevant work schedules and their hours.

All employees have a personal responsibility to keep their knowledge and skills up to date, to participate in appropriate learning activities which maintain and improve their competence including mandatory updates, recognise the limitations of their knowledge and skills and to work within these limits.

Employees should not obstruct the efficient working of their colleagues in any way.
4.13 Standards of Business Conduct
All staff must familiarise themselves and comply with the Standards of Business Conduct for NHS Staff. This includes:

- Not accepting gifts that may be construed as rewards or inducements for directing business towards a person/organisation.
- Registering any interest as defined in the Standards of Business Conduct for NHS Staff
- Highlighting any conflict of interest that may arise.
- Complying with the Trust Standing Financial Instructions including when engaged in purchasing
- Seeking and obtaining Local Research Ethics Committee approval prior to engaging in research work.

For further information please read the Standards of Business Conduct for NHS Staff.

4.14 Registration
Where required (e.g. for registered nurses, Doctors or Allied Health Professionals, non-clinical staff), employees must take responsibility to maintain their professional registration and comply with any other specific requirements to be properly authorised to do their job.

For further information please read the Professional Registration Policy.

4.15 Following Working Procedures
Employees must at all times comply with any and all procedures covering the work they undertake and are required to attend any statutory training or updating training deemed necessary by their managers. Employees have a responsibility to check procedures whenever necessary and to ask if they are unsure about working practices.

4.16 Following Instructions
Employees must comply with all reasonable instructions from their managers.

4.17 Fitness for Duty
The trust has a zero tolerance on the use of drugs and alcohol.

The drinking of alcohol and the taking of drugs for non-medicinal purposes whilst working contracted hours and participating in on call rotas is strictly prohibited. Furthermore employees should not present themselves for duty in an unfit state (e.g. under the influence of alcohol or drugs) and should remain in a fit state while on duty.

For further information please read the Trust Managing Substance Misuse Policy.
Employees who are undergoing a course of treatment, including the taking of prescription drugs, which might affect their performance, must report this to their manager. The manager will then decide with the individual and advice from Occupational Health what work can safely be undertaken with due regard to the individual’s welfare.

4.18 **General Duty of Care**
Under the provisions contained in the Health and Safety at Work Act 1974, the Trust undertakes to ensure, so far as is reasonably practicable, the Health, Safety and Welfare at work of all its employees.

It is the duty of every employee to:

- Take reasonable care of themselves and others at work
- Co-operate with the Trust, as far as it is necessary, to enable them to carry out their legal duties;
- Not intentionally or recklessly interfere with anything provided, including personal protective equipment, for Health, Safety of Welfare at work.

4.19 **Timekeeping**
All employees are required to comply with their official starting and finishing time, including those for breaks as contracted to do so.

4.20 **Absence from Work**
There should be no absences from work during your contracted hours other than for legitimate and acceptable reasons, e.g. sickness, annual leave, study leave or special/compassionate leave. Employees should not leave their work place without obtaining the express approval of their manager, in accordance with the departmental procedure.

4.21 **Notification of Sickness and Approval for Other Leave**
Employees must follow the procedure both for notifying absence through sickness and for remaining in touch during sickness absence, as set by the Trust’s Supporting Attendance Policy and local departmental procedures. Failure to do so without acceptable reason will be treated as unauthorised absence.

For further information please read the Trust Supporting Attendance Policy.

Employees must follow the appropriate procedure for obtaining approval for annual leave, study leave etc.

4.22 **Appointment / Recruitment to a Trust Post**
In line with the Health & Social Care Act 2008 (Regulated Activities) Regulations 2014: Regulation 19 employees recruited to the Trust must be fit and proper staff who are able to provide care and treatment appropriate to their role.
Employees are required to have made full and honest disclosure of information on their qualifications, previous employment, medical history and status, criminal record, relationship to any member of the Trust etc. in their application for employment.

Any false statement or expression of information to secure an appointment or gain promotion is a serious offence and may lead to summary dismissal and result in a criminal prosecution under the Fraud Act 2006.

For more information please read the Trust Recruitment and Selection Policy and Employment Checks Policy.

It is the duty of any current employees, if they are aware, to declare a conflict of interest to the relevant HR Team, if a relative, partner or family member is applying for a post within the Trust.

4.23 Confidentiality of Information / Information Governance Requirements
All patients and staff have the right for all their personal identifiable information to be fully protected and maintained as fully confidential.

For more information please read the Information Technology Acceptable Use Policy.

4.24 Other Work
Employees are entitled to carry on the work or activity in their own time outside employment with the Trust, but must ensure this does not affect their ability to perform their contract fully with the Trust and is not at times when they would normally be working for the Trust. Employees must inform and declare to their managers any other paid work that they undertake.

For more information please read the Trust Secondary Employment Policy.

4.25 Party Political Campaigning
Employees may not engage in party political campaigning or lobbying on the Trust premises or using the Trust’s facilities at any time. The Trust must remain strictly neutral to party political matters.

4.26 Preserving the Reputation of the Trust
Employees must not under any circumstances refer to the Trust or any employees in the context of work through internet sites, especially through social networking sites, for example Facebook or other media. This includes the display of photographs and/or videos of the Trust or its employees.

Employees must not at any time bring the Trust’s reputation into disrepute during their employment. Any breaches may be treated as serious disciplinary offences, potentially leading to summary dismissal.
5.0 Gross Misconduct and Summary Dismissal

5.1 Gross Misconduct
Gross misconduct is a term that is used to describe a very serious offence which completely undermines the basis of trust on which the contract of employment between the employer and employee is based, and which has led to a breach of contract.

5.2 Summary Dismissal
Summary dismissal is a dismissal with immediate effect, without a period of notice or payment in lieu of notice. Gross misconduct will normally lead to summary dismissal.

5.3 Examples of Gross Misconduct
It is not possible to provide an exhaustive list of the circumstances where an employee might be considered to have committed gross misconduct. However, the following are given as examples:

- Assault, aggressive or abusive behaviour (physical and/or verbal) towards any patient, member of the public or employee whether or not arising out of, or in the course of, duty.

- Negligence or refusal to carry out a legitimate instruction where this directly endangers the service and/or the care and wellbeing of patients, visitors or employees.

- To be unfit for duty where this could seriously effect or jeopardise the service and/or the care and wellbeing of its patients, employees or the public. This would apply whether being unfit for work was a result of action on or off duty and would include consumption of alcohol and/or drugs with a similar effect whilst on duty and arriving for the start of a shift under the influence of alcohol and/or drugs, or other substance misuse.

- Breach of confidentiality, e.g. being responsible for or party to the unauthorised disclosure or viewing of any information relating to patients or employees, including information obtained from the Trust records.

- Failure to register the cancellation or lapse of professional registration with a statutory professional body.

- Wilful misrepresentation of, or failure to disclose facts (e.g. relating to previous employment history, criminal offences including cautions, reprimands and convictions) when excluded from the Rehabilitation of Offenders Act, health status (including learning needs/support), qualifications, relationships to directors of the Trust for gain).

- Fraud; any attempt to defraud the Trust or a member of the public in the course of official duties.
- Theft of Health Service property. Removal of NHS property without having first obtained written permission from the relevant manager or unless in the bona fide furtherance of the employee’s duties, would be considered theft. In the event of any doubt about any on-going practice, employees are advised to seek clarification from their manager.

- Theft of non-health service property. In cases where this reflects directly upon the nature of the employee’s job or his/her general trustworthiness, or has a detrimental effect on the service, or its patients, visitors, employees and contractors.

- Malicious damage and/or reckless conduct resulting in damage to Health Service property, equipment or plant or such hired or loaned by the Trust.

- Corruption, the acceptance of gifts and/or hospitality contrary to guidance given in HM62/21. Acceptance of gifts or subsequent guidance, i.e. the acceptance of gifts or other inducements which could lead to an effect on the performance of duties.

- Being responsible for, or party to, any interference with, or misuse of, time recording devices or systems, resulting in misinterpretation of hours worked or records of work undertaken.

- A criminal offence, including a conviction and / or police caution, which directly reflects upon the nature of the employee’s position or job or his/her suitability for employment in the Health Service environment. Any employee who receives a caution or conviction is required to inform his/her manager as soon as practically possible.

- Perpetration of a hoax, practical joke, or other malicious act resulting in serious disruption of the service.

- A sexual offence which contravenes the Mental Health Act, and other relevant legislation.

- Deliberate contravention of legal requirements.

- Harassment of employee(s) on grounds of sex, race, marital status, age, colour, nationality, sexual orientation, disablement, ethnic origin, religion or creed.

- Inappropriate and/or misuse of the Internet or other information technology, which may include viewing websites of a pornographic nature or other unacceptable sites.

- Absence from work without authorised leave having been granted by an employee’s manager.
- Carrying out of unauthorised covert surveillance, audio and/or visual, (including those obtained via a mobile phone) of a patient, staff or member of the public on Trust premises

- Malicious allegation(s) made against any employee of the Trust or activity within the responsibility of the Trust.

- Deliberate actions which damage the reputation of the Trust for example through the reference to the Trust or any employees in the context of work through internet sites, especially through social networking sites, for example Facebook or other media.

**6.0 Monitoring Compliance**

The implementation of and compliance of this policy will be monitored using the following key performance indicators:

- Line Managers have received training on the contents of this policy within the last 24 months.
- Code of Expectation of Employees outcomes have been fair and in line with policy and have not been successfully challenged by the employee through the grievance process.

Monitoring will be performed by the HR team and published quarterly within the HR Performance Report, which in turn will be shared with the Strategic Workforce Committee.

Should the monitoring uncover any shortfalls in the implementation of the policy, the HR team will work with the relevant departmental manager to draw up an action plan for improvement. This action plan may include:

- Additional Training for the line manager;
- A risk assessment within the area of work;
- An action plan in support of the risk assessment.
Ratification Assurance Statement

Dear Claire

Please review the following information to support the ratification of the below named document.

Name of document: Code of Expectations of Employees
Name of author: Clare Heath
Job Title: HR Business Partner

I, the above named author confirm that:

- The Policy presented for ratification meets all legislative, best practice and other guidance issued and known to me at the time of development of the Policy;
- I am not aware of any omissions to the Policy, and I will bring to the attention of the Executive Director any information which may affect the validity of the Policy presented as soon as this becomes known;
- The Policy meets the requirements as outlined in the document entitled Trust-wide Policy for the Development and Management of Policies (v4.0);
- The Policy meets the requirements of the NHSLA Risk Management Standards to achieve as a minimum level 2 compliance, where applicable;
- I have undertaken appropriate and thorough consultation on this Policy and I have documented the names of those individuals who responded as part of the consultation within the document. I have also fed back to responders to the consultation on the changes made to the Policy following consultation;
- I will send the Policy and signed ratification checklist to the Policy Coordinator for publication at my earliest opportunity following ratification;
- I will keep this Policy under review and ensure that it is reviewed prior to the review date.

Signature of Author: Clare Heath Date: 03 March 2016

Name of Person Ratifying this policy: Claire Buchanan
Job Title: Director of HR

Signature: Date: 03 March 2016

To the person approving this policy:
Please ensure this page has been completed correctly, then print, sign and post this page only to: The Policy Coordinator, Apley House, (E5), Royal United Hospital
The whole policy must be sent electronically to: ruh-tr.policies@nhs.net
## Consultation Schedule

<table>
<thead>
<tr>
<th>Name and Title of Individual</th>
<th>Date Consulted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue Davis, Head of HR</td>
<td>09/02/2016</td>
</tr>
<tr>
<td>Katy Coulam, HRBP</td>
<td>09/02/2016</td>
</tr>
<tr>
<td>David Mawdesley, HRBP</td>
<td>09/02/2016</td>
</tr>
<tr>
<td>Alex Clare, HRBP</td>
<td>09/02/2016</td>
</tr>
<tr>
<td>Maggie Bruniges, Chair of staff side</td>
<td>09/02/2016</td>
</tr>
<tr>
<td>Georgina Holland, HR Advisor</td>
<td>09/02/2016</td>
</tr>
<tr>
<td>Jo Gasiorowski, HR Advisor</td>
<td>09/02/2016</td>
</tr>
<tr>
<td>Gayle Williams, Deputy HRBP</td>
<td>09/02/2016</td>
</tr>
<tr>
<td>Naomi Adams, Deputy HRBP</td>
<td>09/02/2016</td>
</tr>
<tr>
<td>Stacey Williams, HR Advisor</td>
<td>09/02/2016</td>
</tr>
<tr>
<td>Rebecca Sawkins, Deputy HRBP</td>
<td>09/02/2016</td>
</tr>
<tr>
<td>Georgina Holland, HR Advisor</td>
<td>09/02/2016</td>
</tr>
<tr>
<td>Melanie Ross, Resourcing Manager</td>
<td>09/02/2016</td>
</tr>
</tbody>
</table>

The following people have submitted responses to the consultation process:

<table>
<thead>
<tr>
<th>Name and Title of Individual</th>
<th>Date Responded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Naomi Adams</td>
<td>09/02/2016</td>
</tr>
<tr>
<td>Gayle Williams</td>
<td>26/02/2016</td>
</tr>
<tr>
<td>Melanie Ross</td>
<td>11/02/2016</td>
</tr>
<tr>
<td>David Mawdesley, HR Business Partner</td>
<td>10/02/2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Committee/s (if applicable)</th>
<th>Date of Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCNC Policy Sub Group</td>
<td>03 March 2016</td>
</tr>
<tr>
<td>Strategic Workforce Committee</td>
<td></td>
</tr>
</tbody>
</table>
# Equality Impact Assessment (EIA) Template

1. **Title of document/service for assessment**: Code of Expectations

2. **Date of assessment**: 29/02/2016

3. **Date for review**

4. **Directorate/Service**: Human Resources

5. **Approval Committee**

6. **Does the document/service affect one group less or more favourably than another on the basis of:**

<table>
<thead>
<tr>
<th>Protected characteristic</th>
<th>Yes/No</th>
<th>Rationale</th>
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<tbody>
<tr>
<td>Age</td>
<td>No</td>
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<td>Disability</td>
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<td>Gender reassignment</td>
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<td>Sex</td>
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<td></td>
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<tr>
<td>Sexual orientation</td>
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<tr>
<td>Marriage and civil partnership</td>
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7. **If you have identified potential discrimination, are the exceptions valid, legal and/or justified?**

8. **If the answers to the above question is ‘no’ then adjust the element of the document / service to remove the disadvantage identified.**

9. **If neither of the above is possible, take no further action until you have contacted your EIA Divisional / Directorate link for review and support**

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**Signature of person completing the Equality Impact Assessment**

<table>
<thead>
<tr>
<th>Name</th>
<th>Clare Heath</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>10.05 am</td>
</tr>
<tr>
<td>Date</td>
<td>229/02/2016</td>
</tr>
</tbody>
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**Chair of decision making Board / Group / Committee approval and sign off**

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