



WFSA
WORLD FEDERATION OF SOCIETIES OF
ANAESTHESIOLOGISTS

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DIVERSITY, EQUITY & INCLUSION POLICY

This also applies to WFSA (UK), Charity Number 1166545

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1. Introduction

WFSA is committed to encouraging diversity, equity and inclusion (DEI) among our workforce and volunteers and eliminating discrimination on any basis. WFSA is committed to equality in

its provision of services and DEI in all its employment practices, policies, and procedures.

We celebrate the diversity of society in race, culture, language, faith and other beliefs, sexuality, abilities, gender, age and any other status, and recognises that these areas intersect and help form our individual identities, together with other characteristics, including but not limited to socio-economic status, privilege and geographical location. WFSA is committed to challenging discrimination, stereotypes and inequality, and aims to promote DEI in all areas of its work and structures.

We believe:

- In working towards a just and fully participatory society;
- That all individuals have the full range of civil, political, economic, social and cultural rights including the rights to health, education and work, and to participate in the decision-making processes that affect them;
- That priority should be given to working with communities and groups whose full participation in society is limited by economic, social, or cultural or other disadvantage or discrimination;
- The role of WFSA is to facilitate access to safe anaesthesia for everyone that requires it.

We recognise that our ability to meet beneficiaries' needs is improved by having a diverse workforce which generally reflects our beneficiary base. We also wish to provide the best opportunities to all our employees, based on their abilities and potential. WFSA is committed to the creation of a non-discriminatory, inclusive, and diverse working environment. This policy covers all aspects of employment including job adverts, recruitment induction, pay, conditions of service, staff development, change management, promotions, grievance and disciplinary procedures, training and development, and assessment.

This policy is not contractual for employees but indicates the way we wish to address DEI in the workplace.

2. Scope

This policy applies to all employees, Board, Council and Committee members and anyone else who gives their time freely to advance the mission and vision of the WFSA. It also applies to relationships with suppliers, contractors, and beneficiaries of WFSA programmes.

3. Statement of Intent

Our intention is to ensure that no user of our services, job applicant, employee, or individual acting in an official WFSA capacity receives less favourable treatment due to either recognised or unrecognised protected characteristics. Under UK law, which is relevant because WFSA is a UK-headquartered organisation, protected characteristics are defined as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Unrecognised characteristics include, but are not limited to, gender identity and expression, membership or non-membership of a Trade Union etc. All employees and volunteers have a responsibility to co-operate with measures to ensure equality and non-discrimination and must abide by UK law.

We will oppose and avoid all forms of discrimination. This includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, retention, training or other developmental opportunities.

We aim to create a culture that respects and values each other's differences, that promotes dignity, equity, diversity and inclusion, and that encourages individuals to develop and maximise their potential.

We will remove any barriers, bias or discrimination that prevents individuals or groups from contributing fully to WFSA's performance and to develop an organisational culture that positively values diversity.

We are committed, wherever practicable, to achieving and maintaining a workforce that broadly reflects the local community in which we operate.

Every possible step will be taken by the WFSA to ensure that individuals are treated fairly as users of WFSA's services and in all aspects of their employment at WFSA.

Staff, volunteers and those acting in an official WFSA capacity are responsible for conducting themselves in a way that helps the organisation provide equal opportunities in employment and volunteering, and prevents bullying, harassment, victimisation, and discrimination.

4. Aim

We aim to make available the highest standards of anaesthesia care, which includes, pain medicine, trauma management, resuscitation, perioperative, critical and intensive care medicine, to all peoples of the world. We are committed to social justice and to working with those that are marginalized, disadvantaged, and disempowered.

We aim to make our services as accessible and responsive as possible to all existing and potential beneficiaries, and to provide a service to them which recognises and respects their differences.

While we fully accept all our responsibilities under current legislation, we also aim to go beyond the strict confines of the law to provide equality of opportunity for all. We will continue to formulate and review policies to that end.

We aim to:

- Recognise that everyone has a right to their distinctive and diverse identities;
- Understand how diversity can improve our ability to deliver better services;
- Provide services which are responsive to our beneficiaries' needs;
- Provide all employees and volunteers with the necessary training and development they need to contribute to our goals;
- Provide a supportive, open environment where all employees, volunteers and beneficiaries may use their talents fully, and where they are treated fairly and with dignity and respect, in an environment free from abuse or offensive behaviour, bullying or harassment, intimidation or prejudice regardless of race, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity, gender reassignment, impairment, responsibility for dependents, social background or any other individual characteristic which may unfairly affect their opportunities in life.
- Learning to work with people's differences, visible or not, enables us to all work together effectively and helps us to anticipate and meet the needs of all of our beneficiaries; recruit, retain and develop the best people; act responsibly in the communities of which we are part; and also fulfil our legal commitment;
- Furthermore, we recognise the benefits of helping our employees to balance the responsibilities of their work and private life.

5. Definitions of Discrimination

Direct Discrimination is when someone is treated less favourably than others for unlawful

means, for example not employing someone because of their age, gender, race, sexuality, or disability. We will treat direct discrimination as a disciplinary matter.

Indirect Discrimination is when a policy, practice or procedure that applies to everyone might disadvantage a particular group, and which cannot be justified in relation to the job. We will monitor and regularly review our policies, practices, and procedures in order to ensure that they do not disadvantage any particular group.

Discrimination by association is direct discrimination against someone because they associate with another person who possesses one of the applicable protected characteristics (age, disability, gender reassignment, sex, race, religion or belief, marriage and civil partnership, pregnancy and maternity, sexual orientation and gender identity and expression). It is unlawful in the UK and we will treat it as a disciplinary manner.

Perception discrimination is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not possess that characteristic. It is unlawful and we will treat it as a disciplinary matter.

Harassment and bullying are unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive working environment. We will treat harassment and bullying as a disciplinary matter.

Victimisation is when you treat someone less favourably or discriminate against them because they have pursued or intend to pursue their rights relating to alleged discrimination. We will treat victimisation as a disciplinary matter.

Unconscious bias occurs when people favour others who look like them and/or share their values or beliefs. For example, a person may be drawn to someone with a similar educational background, social status, from the same area, same gender or who is the same colour or ethnicity as them. Unconscious bias can influence, for example, selection of beneficiaries of WFSA programmes or decisions in recruitment, promotion, retention, staff development and recognition and can lead to a less diverse workforce. Volunteers and employers can overlook talented applicants and workers and instead favour those who share their own characteristics or views. We will provide education and awareness training to all staff and Board members on unconscious bias in the first instance. The DEI Committee should consider the topic of unconscious bias more broadly and make suggestions as they apply to WFSA work.

Positive discrimination, the giving of preferential treatment in the context of the allocation of resources or employment to people with a protected characteristic under the UK Equality Act (2010) remains a form of discrimination, and is therefore, unlawful.

Positive action to address imbalances in the workforce is allowed in particular circumstance under UK law (as it relates to employees). Examples would include setting equality targets (but *not* quotas which are unlawful in the UK); encouraging people from particular groups to apply where they are under-represented; training for promotion, retention or skill training for employees from under-represented groups who show potential. We will use positive action to address such imbalances.

6. Legislation

Whilst an employer can be held liable in law for acts of discrimination committed by employees, individuals can also be held personally liable in law for acts of discrimination that they commit, authorise, contribute to or condone.

The following acts are examples that are unlawful and would constitute misconduct or gross misconduct liable to disciplinary action, which may include summary dismissal or termination of collaboration:

- Discriminating in the course of employment or prospective employment against existing or future employees in job, transfer, bonus negotiations or promotion applications on the grounds established in this Diversity, Equity and Inclusion Policy;
- Inducing or attempting to induce employees or volunteers to practice unlawful and unfair discrimination;
- Indulging in verbal or physical, sexual, or racial harassment of a nature that is known, or should be known, to be offensive to the victim. Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence;
- Victimising individuals who have made allegations or complaints of any discrimination or harassment or provided information about such discrimination or harassment.

Full details of relevant legislation that we will apply can be found in Appendix A

7. Implementation

We will endeavour to undertake the following as we seek to implement this policy:

- Encourage DEI in the workplace and create a working environment free of bullying, harassment, victimisation, and discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- Provide training on different aspects of DEI for all employees and volunteers. This will include training on rights and responsibilities included in the DEI policy.
- Ensure that staff are aware that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and discrimination, in the course of their employment, against fellow employees and those acting in an official WFSA capacity. We will take seriously complaints of bullying, harassment, victimisation, and discrimination by fellow employees, those acting in an official WFSA capacity, suppliers, visitors, the public and any others in the course of the organisation's work activities.
- Ensure that every employee and volunteer is responsible for applying our DEI Policy in all dealings with beneficiaries and suppliers and recognise that it is unlawful to commit, authorise, contribute to or condone acts of discrimination on the grounds of a protected characteristic (i.e., age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation), in the provision of goods and services. Breaches of the policy by suppliers could result in termination of contracts for services.

The actions we will take to make this policy work include:

- Providing training and communications to raise awareness and understanding of diversity and equal opportunities issues, to show their impact on the organisation and individuals through the above, ensuring that decisions on recruitment, access to training and promotion are only made on the basis of ability;
- Regularly reviewing our employment policies to ensure that people are treated fairly,

equitable and consistently with their skills and abilities, developing patterns of work which are consistent with the need of all staff to maintain an appropriate work-life balance;

- Reviewing working arrangements to ensure that they do not restrict the opportunity for employment or career progression of members of disadvantaged groups;
- Monitoring the composition of our workforce – including volunteers serving on our governing bodies and committees – to provide us with robust data to evaluate the effect of our policies;
- Routinely monitoring all actions under the grievance and disciplinary procedures by gender, race, disability, age and any other criteria we deem to be appropriate;
- Providing the opportunity for employees and volunteers who think they have been treated in any way contrary to this policy, to raise and resolve issues;
- Using our appraisal and learning and development practices to ensure that all staff and those acting in an official WFSA capacity have the skills to support best practice on DEI.

8. Managers' Responsibility

The WFSA Board is responsible and delegates responsibility for the policy's day-to-day implementation to the CEO. Regular consultation by the CEO will take place with all staff about the implementation of this policy.

As employers we are liable for the actions of our workers and therefore all of our managers are responsible for this policy's successful implementation and should take steps to ensure that staff working for them understand and follow this policy.

9. Employees' and Volunteers' Responsibility

All employees and volunteers are required to understand and follow this policy, together with our associated policy on bullying/harassment.

10. The Working Environment

We will take all reasonable steps to ensure that our working environment does not prevent people from taking up positions for which they are suitably qualified. This may include physical adaptations or more flexible ways of working including homeworking (where appropriate and reasonably practical).

11. Employment Policies

Our employment policies and procedures will be continually reviewed to ensure compliance with this policy, to reflect current best practice and to remove barriers experienced by members of disadvantaged social groups in seeking employment with us and working for us.

12. Recruitment/Work Experience

We will provide full and fair consideration for all job and WFSA programmes, grants, and awards applicants, based on merit and ability. All managers and volunteers involved in recruitment will be trained appropriately. We will review and develop our recruitment procedures to encourage applications from, and the employment or selection of, people from a range of backgrounds reflecting our beneficiary base. Procedures for testing or assessment will be reviewed so as not to disadvantage any applicant.

We aim to ensure that our recruitment practices both for employees, volunteers and beneficiaries of our programmes, grants, awards, fellowships, scholarships and other products are free from unlawful discriminatory criteria. Questions relating to applicants' race, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity, gender reassignment, current or future family responsibilities, or unrelated criminal convictions will not form part of our selection process.

We will ensure that other opportunities such as work experience or sandwich placements, where available, are open to people from a wide range of backgrounds.

13. Training and Diversity Awareness

Induction training for all new recruits and volunteers will be tailored to individual needs but will in all cases include awareness of our DEI policy and how it applies to individuals. We will then continue to take specific steps to raise awareness of DEI throughout the organisation, initially particularly targeting employees and volunteers involved in recruitment and selection processes.

Publicity will be developed and disseminated in ways which bring DEI issues to the attention of all employees, volunteers and people who have dealings with our organisation. A wide range of cultures will be displayed and celebrated in our publicity materials.

14. Career Development/Training

We recognise that our ability to meet our beneficiaries' diverse needs is improved by having a diverse workforce and volunteers' network which has the skills and understanding to achieve our organisational objectives. We take all appropriate steps to ensure that all staff receive fair consideration of their training and development needs and promotion opportunities to enable them to develop their full potential within WFSA. Standard training modules, reference manuals and training materials will be updated where necessary.

15. Retention, retraining and redeployment

Any employees whose circumstances change whilst employed by us will be given full support by WFSA to maintain or return to a job appropriate to their experience and abilities.

16. Involvement

We will take appropriate steps to encourage the participation of all employees to ensure that, wherever possible, our employment practices recognise and meet their needs and will involve our staff in determining what can be done to make sure they develop and use their abilities at work.

17. Harassment

Harassment includes behaviour that is offensive, frightening or in any way distressing. We have a separate policy on bullying and harassment which makes it clear that such behaviour is totally unacceptable.

18. Customer Care

We undertake to listen to our beneficiaries and involve them in the development of services which recognise and value their diversity.

19. Monitoring Performance

The WFSA Board will monitor our progress towards DEI, with input from the staff, beneficiaries and the DEI Committee, by doing the following:

- Monitoring the ethnicity, gender, age, and disability profile of our employees, volunteers and beneficiaries to enable us to understand the composition of our workforce, leadership and beneficiaries to identify any areas of inequality;
- Monitoring access to training, promotion and other opportunities and benefits, dismissals and other terminations;
- Monitoring applicants for programmes, grants, jobs, training and development, grievances, disciplinary hearings, dismissals and other reasons for leaving;
- Monitoring employee opinions and feedback through an annual employee survey, employee forums and feedback via the appraisal system;
- Performance monitoring through beneficiary feedback, surveys, focus groups, and proper investigation of any beneficiary complaints.

To ensure awareness of this policy and to be transparent regarding process, we will monitor diversity metrics in the composition of our staff, governing bodies, committees and faculty invited at WFSA sponsored events (i.e., the World Congress of Anaesthesiologists). General disaggregated data will be shared with leadership, volunteers and beneficiaries, as applicable.

We will monitor the practical effects of the policy by regularly collecting and reviewing relevant information to inform and update action where necessary. All those acting in an official WFSA capacity are expected to co-operate in work being undertaken to monitor, review and implement this policy

We will use our appraisal and learning and development practices to ensure that all staff and those acting in an official WFSA capacity have the skills to support best practice on DEI.

We will use the supervision and appraisal process to encourage staff to make suggestions and contribute to the ways in which we promote DEI as an organisation and with the users of our services.

We will ensure that the venues that we use for meetings, workshops and training events are fully accessible and will make reasonable adjustments where necessary.

We will aim to ensure that our communications are accessible and multilingual, including on our website. When necessary, we will make specific provisions for example, engaging a British Sign Language interpreter or ensuring written materials are provided in Braille, to ensure that our communication is accessible.

We will bring this policy to the attention of staff, volunteers, those acting in an official WFSA capacity when they join WFSA and by making use of our communications resources.

This policy will be published on the WFSA website, be available to all staff and volunteers on the WFSA shared drive and be referenced in all relevant publications, materials, and conferences.

20. Breach of this Policy

Any employee or volunteer who feels they have been treated in a way which is contrary to this policy should raise this either formally through the grievance procedures, or informally with the CEO or Chair of the DEI Committee.

Any breaches of this policy by employees, volunteers and beneficiaries will be fully investigated and may lead to disciplinary action or termination of collaboration.

21. Implementation, Monitoring and Review of this Policy

The CEO has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes to our working practices. Any queries or comments about this policy should be addressed to the CEO and DEI Committee in the first instance.

APPENDIX A

In its employment practices and service provision, the WFSA will take full account of the following legislation:

The Equality Act 2010

- Consolidates previous legislation. It is unlawful to treat somebody less favourably than another person because of a protected characteristic i.e. race; age; disability; gender reassignment; religion or belief; sex; sexual orientation; marriage and civil partnership; and pregnancy and maternity;
- It is unlawful to discriminate against somebody because they associate with another person on grounds of a protected characteristic;
- It is unlawful to discriminate against somebody because others think they possess one of these protected characteristics;
- It is unlawful to have a rule or policy that applies to everyone but disadvantages people with any of the protected characteristics;
- Employees can complain about behaviour that they find offensive even if it is not directed at them on the basis of the protected characteristics;
- Employers are potentially liable for harassment of their staff by people they don't employ on the basis of the protected characteristics;
- It is unlawful to treat somebody badly (victimisation) because they have made or supported a complaint or grievance under the Act (applies to all protected characteristics).

Rehabilitation of Offenders Act 1974

Ex-offenders have certain employment rights if their convictions become 'spent', including not having to declare spent convictions and protecting them against dismissal or exclusion (with certain exceptions such as for those working with children).

Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000

The regulations aim to ensure that part-time workers are not treated less favourably than comparable full-time workers, including having the same rates of pay and pro rata holiday entitlement.

Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002

The regulations aim to ensure that employees on fixed-term contracts are treated no less favourably than comparable permanent employees, including having the same terms and conditions of employment.

The Asylum and Immigration Act 1996

This places a responsibility on employers to ensure that all employees are not in breach of immigration rules. It covers the checks that an employer must do to ensure that employees are eligible to work in the UK, checking passports, visas etc.